



**Job Title:** Construction Crew Leader I

**Position Location:** Charlottesville, Virginia

**Reports to:** Construction Supervisor

**Employment Type:** Full-time (Tuesday-Saturday), Hourly 40 hours per week

**Benefits include:** Health, dental and vision insurance, paid time off and paid holidays, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat Store located in the City of Charlottesville.

## Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Mobile Home Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Additionally, Habitat is a national pioneer in mixed-income community development. To date, Habitat has built or built in nine mixed income neighborhoods and built and sold more than 200 homes.

## Scope of Responsibilities:

A Construction Crew Leader I (CL I) is a full-time, yearlong position intended to effectively support Habitat for Humanity of Greater Charlottesville in the construction of quality, affordable housing. While working as a Crew Leader I, you will be trained in general carpentry and construction. During this year you will be trained the fundamentals of:

Framing  
Windows & trim  
Insulation & air sealing

Siding  
Painting  
Drywall

Interior Trim  
Landscaping  
Flooring

Once trained in each area, CL I's will train and work alongside 5-10 volunteers to assist in building 2-10 homes in the greater Charlottesville area.

## Prerequisite Requirements:

- Positive, “can do” personality

- Passion for affordable housing
- No experience in residential construction required
- Interest in learning construction techniques and skills
- Ability to learn quickly and take initiative with limited direction
- Ability to work well with diverse populations including sponsors, partner families, staff, community leaders, board members, and other volunteers
- Ability to effectively supervise and inspire volunteers
- Physical ability to lift 50lbs consistently, handle and operate power tools, labor in all weather conditions
- Strong organizational skills including ability to multi-task effectively
- Strong communication skills (both verbal and written)
- General understanding of Word, Excel, and Outlook
- Commitment to Habitat for Humanity's mission of service to others
- Driver's license and insurable driving record

**Responsibilities:**

- Convey professional and positive image of HFHGC through site signage, cleanliness, organization, safety, and personal attitude
- Set-up, break down, and manage a typical volunteer day
- Supervise and work directly with volunteers and homebuyers of all skill levels
- Train and supervise volunteers and Crew Leaders in safety, construction techniques, volunteer supervision and use and maintenance of Habitat property and equipment
- Assist Construction Supervisor in ensuring all necessary materials and tools are onsite to complete scheduled tasks; help perform material takeoffs to ensure efficiency
- Participate in estimating, tracking, and documenting of construction costs
- Utilize affiliate website and Google Calendar to ensure knowledge of scheduled volunteers for each project and jobsite
- Participate in weekly construction department meetings
- Ensure retention of volunteers through productive use of their skills/interests/time and meaningful recognition of their contributions
- Ensure that assigned project sites are safe, clean, and orderly at the end of each work day
- Collect and turn in volunteer information sheets and material delivery receipts weekly
- Be knowledgeable about Habitat's mission and convey it effectively to volunteers
- Adhere to standards and procedures outlined in affiliate construction manual

*Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.*