Waco Habitat for Humanity®

New Home Construction Team Leader Position Description

Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Mission Principles of Waco Habitat for Humanity:

Demonstrate the love of Jesus Christ:

We understand our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God's love and grace abound for all, and that we must be "hands and feet" of the love and grace in our world. We believe that, through faith, the minuscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.

Focus on Shelter:

We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.

Advocate for affordable housing:

In response to the prophet Micah's call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.

Promote dignity and hope:

We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

Support sustainable and transformational development:

We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishments; and when it demonstrates responsible stewardship of all resources entrusted to us.

All are Welcome:
Waco Habitat for Humanity has an open-door policy: All who believe that everyone needs a decent, affordable place to live are welcome to help with the work, regardless of race, religion, age, gender, political views or any of the other distinctions that too often divide people. In short, Habitat welcomes volunteers and supporters from all backgrounds and also serves people in need of decent housing regardless of race or religion. As a matter of policy, Habitat for Humanity International and its affiliated organizations do not proselytize. This means that Habitat will not offer assistance on the expressed or implied condition that people must either adhere to or convert to a particular faith, or listen and respond to messaging designed to induce conversion to a particular faith.

Equal Opportunity Employer:
Waco Habitat for Humanity is an Equal Opportunity Employer.

Position Summary:
The New Home Construction Team Leader supervises construction of homes through Waco Habitat for Humanity partnership housing program. The New Home Construction Team Leader further serves alongside other construction staff in not only new home construction opportunities, but also repair construction efforts, as needed.

Reports to:
Program Director

Supervises and Guides:
Worksite Volunteers and Construction Education Assistants

Position Equivalency:
Full-time, hourly, non-exempt position; eligible for overtime ($15-$19 per hour)

Qualifications, Skills and Experience:
- Competency with all phases of residential (Habitat) construction
- Experience communicating with and scheduling subcontractors.
- Ability to assure quality of subcontractor performed work.
- Function well in a fast-paced environment with high energy and sense of urgency.
- Highly motivated and trustworthy individual requiring minimal supervision
- Ability to think on ones feet and adjust for unforeseen changes to plans
- Ability to handle multiple, high priority projects simultaneously
- Strong analytical and planning skills.
- Ability to work well with others.
- Well-developed organizational and decision making abilities
- Excellent verbal communication skills
- Able to stand/walk for the majority of a work day while performing physically demanding tasks, work outdoors without climate control, and move loads up to 50 pounds.
- Must have a valid driver's license
- Ability to work outdoors in a variety of weather conditions
- Ability to follow directions

Duties and Responsibilities:

1. Supervise construction process including material procurement, site management, working with subcontractors, inspectors and code enforcement personnel.
2. Provide overall leadership for worksite, assuring all construction needs and volunteer support needs are met.
3. Work with and develop relationships with sub-contractors, volunteers, homeowners and others involved in building Habitat homes.
4. Prepare job site for construction crews. (i.e., safety plan, materials, tools, work plan)
5. Supervise and teach groups of volunteers, homeowners, work study students, AmeriCorps members, and others on the work site.
6. Inspect projects to ensure conformance with local, state, and federal construction codes as required.
7. Work with Program Director to coordinate delivery of materials to job site.
8. Work with Program Director to assure all inspections and rights to proceed happen in a timely fashion.
9. Assure all construction projects come in on time with within approved budget.
10. Prepare house for inspections and work with code officials to ensure compliance with appropriate codes.
11. Serve alongside Repairs Construction Team, as needed, to assure needs of Waco Habitat for Humanity, Partner Families, funders and community are met.
12. Ensure mission of Habitat for Humanity is carried out to its fullest.
13. Perform other duties as assigned.

Time Requirements:

Full-time (40 hours), non-exempt, hourly position
Routine work week: Tuesday-Saturday 8:30 am to 5:00 pm
Schedule may include hours and days other than routine schedule to meet the needs of Waco Habitat for Humanity, partner families and the community.

Acknowledgement of Responsibilities:

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice. By the signatures below both Employee and Supervisor acknowledge opportunity to review this position description and Employee states understanding expectations of performance.

_____ _____

Employee Date Supervisor Date

_____

Executive Director Date