



## St. Croix Valley Habitat for Humanity Crew Lead Job Description

Crew Leader responsibilities include assisting Construction Supervisor with the following:

- A. Planning for Construction for Habitat Homes
  - a. Assure that Habitat has the necessary tools for construction and that they are well maintained.
  - b. Provide an end-of-day update to Project Manager
  - c. Attend Construction Meetings as required.
- B. Management of Materials & Tools: · Inventory & check quality of materials delivered to site and returns.
- C. Supervise Volunteers & Sub-Contractors
  - a. Coordinate with Project Manager to schedule the subcontractors
  - b. Coordinate with Volunteer Coordinator to schedule volunteers
  - c. Teach volunteers how to complete the necessary tasks on site
  - d. Involve the future homeowners in the construction process; team with regular volunteers
  - e. Assure that all work done is high quality and completed in a timely manner
  - f. Remove all tools and materials from site at end of project
  - g. Monitor day-to-day, site safety and ensure that the requirements of Occupational Health and Safety Act are enforced
- D. Inspections
  - a. Assume responsibility for meeting all applicable building codes
  - b. Call and schedule the appropriate inspections of the project
  - c. Punch lists
  - d. Ensure that all punch list items are completed correctly and in a timely manner

Reports to: Construction Supervisor

Full-time, 40 hours/week, hourly. Benefits include health insurance and dental, HSA, Simple plan through Thrivent with a 3% match. Trainings and certifications are included in this role. Weekly Hours: This position requires approximately up to 40 hours/week on a job site. Mileage is reimbursed.

Email resume: [info@scvhabitat.org](mailto:info@scvhabitat.org)

