



Fort Collins  
**Habitat**  
for Humanity®

**Construction  
Crew Leader**

**Job Title: Construction Crew Leader**

**Department: Construction**

**Reports to: Construction Manager**

**FSLA Status: Part-Time; Non-Exempt (3 days per week)**

**Position Summary:**

The Crew Leader works with Fort Collins Habitat staff, home buyer families, a dedicated group of volunteers known as the Faithful Few Crew, and other volunteers to build decent, affordable homes on Habitat's construction sites.

The Crew Leader's primary responsibility is to manage and supervise volunteer build days. The build day projects range from simple repairs to building single family attached and detached homes. This position is responsible for exercising discretion and judgement with the authority to make independent decisions regarding build day activities. The Crew Leader is responsible for oversight and management of materials, safety, tools, waste removal, and other project related logistics on the build days they are assigned.

**ESSENTIAL RESPONSIBILITIES**

**Onsite**

- **Directly Manage Build Days- Tuesday, Thursday, Saturday**
  - Work with the Site Supervisor to prepare for volunteer build days focusing on safety and to maximize efficiency
  - Build on-site to make site ready for volunteer build days
  - Manage materials, safety, tools, waste removal and other project related logistics
  - Plan and supervise meaningful work for volunteers and the Faithful Few Crew
  - Develop and implement appropriate volunteer construction activities
  - Manage quality of volunteer tasks and trades work during build days
- **Projects include (but are not limited to the following)**
  - Simple repairs of owner occupied homes
  - Single family detached new construction
  - Single family attached new construction

**Safety**

- **Manage safety compliance and related issues**
  - Oversee and manage compliance with Habitat for Humanity safety policy
  - Respond promptly to findings from Safety Inspections
  - Direct individuals who do not comply with safety protocol to leave the site

**Codes and Inspections**

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- Ensure that all IRC building codes and other applicable codes and manufacturer's instructions are followed through on builds
- Actively exercise competency on Habitat construction practices

#### **Partner Families (Future Homebuyers)**

- Ensure homebuyer families actively take part in the building process
- Verify homebuyer families meet their scheduled obligations while on-site
- Communicate performance of the work home buyer families complete to the Homeowner Services Director

#### **Volunteer Management**

- Maintain high level of volunteer engagement and empowerment on-site and support a great experience for those giving of their time
- Give presentations to volunteers on-site each morning on safety and Habitat 101
- Develop and manage volunteers from first-time volunteers into lead volunteers
- Actively participate in weekly meetings with Construction and other departments
- Work with Volunteer Manager on ongoing basis to ensure volunteer needs are met

#### **Other Duties may be assigned as needed or required**

#### **SKILLS REQUIRED**

- Ability to interact successfully with Construction Manager and all Habitat staff
- Ability to interact respectfully with partner families, tradesmen, vendors, inspectors, volunteers and donors
- Ability to problem solve efficiently and to maintain steady, forward progress on all projects
- Proficient at using computer and smart phone technology, including MS Office software (Outlook and Excel)
- Must be comfortable with ladders and heights with appropriate fall protection
- Ability and experience in reading residential blueprints
- Practical knowledge of IRC

#### **EDUCATION/EXPERIENCE**

- High School Diploma required
- Two (2) years of experience in residential construction
- Experience with single family attached projects preferred
- Habitat for Humanity or other similar experience preferred

#### **PHYSICAL REQUIREMENTS**

- Ability to adequately traverse a residential construction job site
- Ability to lift up to 75 lbs. with or without reasonable accommodations
- Experience in safely using construction tools and equipment



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## **WORK ENVIRONMENT AND CONDITIONS**

- Ability to work in exterior/outside environment during a variety of weather conditions (i.e. snow, rain, heat, cold, and direct sun)
- Position requires travel between sites in personal vehicle or business vehicle
- Valid driver license and a current Motor Vehicle record is required

**WAGE:** \$15-\$17 per hour.

**Please submit resume and three references to John Rowell at [Jrowell@FortCollinsHabitat.org](mailto:Jrowell@FortCollinsHabitat.org). No phone calls please.**

*An Equal Opportunity Employer, Fort Collins Habitat for Humanity does not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*

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### **About Fort Collins Habitat for Humanity**

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are and our goal of building 50 More Homes by 2020.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.
4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.



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### **About Fort Collins, Colorado**

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>

<http://downtownfortcollins.com/>

<http://www.fortcollinschamber.com/>