

Title: Production Shop Lead	Employment Status: Full-Time; Tuesday - Saturday
Department: Construction Support	FLSA Status: Non-Exempt
Reports to: Production Manager	Supervises: Volunteers

MARCH 2026

CULTURAL BLUEPRINT - *Habitat Metro Denver’s Cultural Blueprint highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.*



solid foundations
We keep mission and relationships at the heart of everything we do.



innovative design
We embrace change, take initiative, and stay curious.



open doors
We welcome everyone!



clear windows
We focus on authenticity, transparency, and accountability.



supportive structures
We collaborate and have each other’s backs.

GENERAL POSITION DESCRIPTION

The Production Shop Lead supports Habitat for Humanity of Metro Denver’s mission by providing hands-on leadership to ensure high-quality, accurately manufactured building components while coaching and motivating groups of volunteers and future homeowners in a safe, collaborative environment. The role oversees the efficient production of prefabricated components—such as wall panels, staircases, cabinets, siding, doors, and trim—while modeling best practices, reinforcing safety, and teaching proper construction techniques to meet quality and production goals. Through strong teamwork, attention to detail, and leadership by influence rather than authority, the Production Shop Lead helps increase operational efficiency and expand Habitat’s ability to build safe, durable, and affordable homes across Metro Denver.

Someone who will thrive in this role is energized by helping people learn, grow, and feel confident while working toward a meaningful mission. They find deep satisfaction in creating an environment where volunteers feel valued, future homeowners feel supported, and every contribution has purpose. They enjoy bringing order, quality, and care to a busy shop setting. This person takes pride in their work and the opportunity to continue Habitat Metro Denver’s mission.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

Leadership

- Acts as an on-site ambassador for the mission of Habitat Metro Denver and demonstrates values and behaviors aligned with our Cultural Blueprint.
- Oversees all activities in the shop through a lens of teamwork and continuous improvement.
- Provides clear guidance and training to volunteers, helping them feel confident, valued, and positive about their experience.

- Engages future homeowners in completing sweat equity hours in a way that reinforces Habitat’s mission and creates a meaningful, encouraging experience.
- Provides an inspiring daily Habitat orientation to groups.
- Provides guidance on standards, building plans, and works to help answer all questions volunteers may have. Leads critical quality-assurance efforts by performing production double checks, contributing to plan reviews, and ensuring workflows are organized and coordinated with field needs to improve efficiency and eliminate rework.

Safety

- Effectively communicates to volunteers and contractors that safety is the first priority in the shop.
- Maintains site safety by adhering to Habitat construction safety policies, modeling best practices and guidelines, volunteer instruction and department monitoring.
- Provides a clear safety orientation to groups each day.
- Assigns individuals to tasks they feel comfortable performing and continuously monitors groups to ensure safe practices are followed.
- Maintains all required safety certifications, including first aid, forklift operation, respirator fit testing, and other credentials relevant to shop production.
- Verifies all engineered safety devices are in place and function as required.

Construction

- Conducts final inspections of all products prior to shipment, ensuring each item meets defined dimensions, standards for craftsmanship, and specifications.
- Oversees prefabricated wall frame and stair production, including accurate product identification numbering.
- Communicates defined quality standards for all prefabricated components, including wall framing, stairs, cabinets, doors, and trim.
- Fabricates interior and exterior trim pieces to specifications.
- Oversees and produces cabinet build packs for quality and accuracy.
- Maintains cart repairs and rebuilds when necessary.
- Inventories, cleans, and maintains shop tools.
- Is onsite with Production Manager when initial wall framing is going up to ensure plans accuracy and fix any issues on the plans prior to the next shop build.

Paint

- Manages painting projects to ensure completion in accordance with the schedule set by the Production Manager.
- Ensures all painted components meet Habitat Metro Denver’s standards for finish, durability, and color consistency by maintaining high-quality application through clear communication and effective supervision of volunteers
- Oversees Disassembling of doors for paint and reassembling afterward.
- Preps paint booth for painting days and maintains flooring in paint shop.

KNOWLEDGE, SKILLS, & ABILITIES:

- General knowledge of residential construction and painting.
- The ability to teach volunteers of varied construction experience with enthusiasm and patience.
- Proven ability to work in a fast pace, constantly evolving environment.
- Demonstrated ability to work effectively and inclusively with diverse populations.
- Outstanding communication and interpersonal skills necessary to communicate clearly and professionally with homeowners and volunteers.
- The ability to understand plan reading to produce quality products.
- Some knowledge of working with cabinets and become an expert builder capable of leading individuals through the assembly process.
- Ability to identify, communicate, and solve problems efficiently.
- Bi-lingual, English/Spanish, is highly desirable.

EXPERIENCE:

- Minimum 1yr of residential construction experience required. If residential construction experience gained outside of HFHMD, 2 years preferred.
- Experience on large multi-family projects preferred.
- Experience teaching in any capacity is preferred.
- First Aid and Adult CPR and AED Certification preferred.
- Forklift experience is a plus.
- Habitat for Humanity or other similar nonprofit experience is a plus.
- Organized construction training and/or education would be beneficial in this role.

WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- In-person / in-office work model with most work performed indoors in production shop environment and a shared office.
- Ability to adequately traverse a warehouse (i.e. climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Ability to lift at least 50 pounds on a regular basis.
- Ability to safely use residential construction power tools and ladders safely and effectively.
- Ability to walk, bend, squat, lift, and carry consistently for an 8 hour shift with required breaks throughout the day.
- Ability to safely operate a construction vehicle (pickup truck or similar). Valid driver's license and ability to be insured under the company's insurance policy is prerequisite; driving is required. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to work in warehouse environment with concrete floors.
- The environment can be very warm in the summer and cool not cold in the winter.
- Loud and unexpected background noise is common.
- Exposure to dust, debris, and odors (safety PPE provided).

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/portal/9F05EDCA5A4F338D08503989FA9B94C0/jobs/186444>

Or visit our Careers Page: <https://habitatmetrodenver.org/about/careers/>

Starting pay range for this position is \$24.40 - \$27.45/ hr, with offers typically between the minimum to midpoint of the starting pay range posted depending on qualifications, internal equity and the budgeted amount for the role. The full range for this position is \$24.40 – 30.50/ hr.

Benefits available include medical, dental and vision insurance options with employer paying up 100% for employee only coverage; 401k with employer match up to 4%; paid time off for vacation, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Family and Medical Leave (PFML); and paid time to volunteer.



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.