



Job Descriptions

Construction Manager

1. Create the **Initial Construction Plan** for DHFH new projects: The *Plan* must include: the scope and sequence of work, a construction schedule by week, a volunteer utilization strategy, identification of permits required and inspection timing, purchased services (sub-contractors) and timing, and purchased or in-kind donated materials needed with planned delivery timing. The *Plan* must be approved by the Executive Director and subsequently factored into the DHFH *Calendar of Events*.
2. Maintain and utilize the DHFH **Master Construction Schedule**: Convert the *Initial Construction Plan* into the *Master Construction Schedule* which covers all build sites. Utilize this schedule to: provide input to the *Volunteer Schedule*, acquire permits, schedule inspections, and (with appropriate lead times) trigger delivery of sub-contractor services and purchased or in-kind donated materials. Utilize this schedule to allocate resources between active build sites in accordance with priorities set by the Executive Director.
3. Work with the Volunteer Coordinator to assure the **Volunteer Schedule** and the *Master Construction Schedule* are coordinated so as to enable outstanding volunteer experiences during Build Days.
4. Assure the selection and purchase of **construction materials** in a manner consistent with established purchasing policies, procedures, and budget. Minimize project expense by integrating donated and inventoried materials into construction. Approve invoices and expense reports.
5. Assure that appropriate **permits** are secured. Schedule inspections and assure that inspections are passed in a timely manner (driven by the *Master Construction Schedule*).
6. Lead the **Tuesday evening Construction Meeting** such that the following decisions are made for the next Build Days: materials and tools will be delivered to sites on time, appropriate Crew Leaders are assigned to sites to assure an outstanding volunteer experience, and any construction issues are resolved (or assigned to an appropriate person(s) for timely resolution).
7. Confirm that the **Build Activities** at each site are executed according to DHFH best common practices. These include: the volunteer introduction and prayer, registration / waivers / volunteer feedback, materials and tools delivered on time, safety practices followed, and that the quality of the work done is appropriate. Coach the House Leader and Crew Leaders as appropriate or when issues arise.
8. Confirm that all DHFH **safety procedures** are being followed at all build sites.
9. Regularly meet with the Executive Director to confirm that the **Calendar of Events** milestones will be met. If there are risk issues, express them to the Executive Director with proposals for resolution.
10. **Conduct all business** and personal interactions consistent with Habitat's ministry of service to and with both the families in need of affordable housing and with volunteers.
11. This position **reports to** the Executive Director.



Materials Coordinator

1. Assure that all **materials and tools are delivered** on time to each DHFH job site.
2. **Purchase** building materials and tool rentals as directed by the Construction Manager. Submit **expense reports** (with receipts) to the Construction Manager.
3. Create current **inventory of DHFH tools and track** lending of DHFH tools to job sites. Support the Construction Manager by **helping develop material lists** for each job site. **Inform the Construction Manager** on need for tools, need for safety equipment, etc.
4. **Conduct all business** and personal interactions consistent with Habitat's ministry of service to and with both the families in need of affordable housing and with volunteers.
5. This position **reports to** the Construction Manager.

House Leader

1. **Lead the Build Activities** on their site using DHFH common best practices. The scope of these best practices include: the 7:30 AM line-up meeting with Crew Leaders, welcome for volunteers with presentation of DHFH history / safety talk / Task List, safe operation during all activities, coaching of Crew Leaders and volunteers during the day, and completion of registration / waivers / volunteer feedback. (These common best practices will be documented on the DHFH website and taught as part of the DHFH training for House Leaders). House Leader submits all forms to DHFH the Business Manager.
2. Prepare the **Build Day Task List** based on the Construction Manager's *Master Construction Schedule* and their knowledge of the details of tasks that need to be completed in the short term for their site.
3. Assure an **outstanding volunteer experience** during Build Days. This requires personal contact with volunteers to make sure they are fully utilized and enthused, that their questions are answered and concerns addressed, that drinking water and lavatory facilities are available, that the Crew Leaders are engaging volunteers in build tasks, and that the work site is safe and the build tasks are being done in a safe manner. Use the *Volunteer Feedback* process to continuously improve the volunteer experience.
4. **Update the Construction Manager** so he/she can update the *Master Construction Schedule* with input on the status of the prior Build Day (issues and tasks completed and not completed during the last Build Day). Also share the proposed *Build Day Task List* for the next Build Day plus any materials, tools or special considerations required. This is needed for the Tuesday evening meeting.
5. Responsible for all DHFH **safety procedures** being followed during Build Days. The House Leaders must also be certified in safety training offered by DHFH and takes lead responsibility in emergencies.
6. **Conduct all business** and personal interactions consistent with Habitat's ministry of service to and with both the families in need of affordable housing and with volunteers.
7. **Availability:** Must be willing to be on site for all build days (full house leader) or 50% of build days (co-house leader), and communicate any personal scheduling challenges to the Construction Manager. Must also participate in the Tuesday evening Construction Committee meetings.
8. This position **reports to** the Construction Manager.



Crew Leader

1. Must be **skilled in most aspects of home building**. DHFH will have construction best practices posted on their website to support Crew Leader's knowledge base. (Until these are posted, please use the St. Louis Habitat website at www.habitatstl.org).
2. Responsible for assuring an **outstanding volunteer experience** during the Build Day. Crew Leaders must be comfortable teaching and supervising 2 to 5 unskilled or semi-skilled volunteers on how to complete tasks for which the Crew Leader is assigned on the Build Day. It is essential that the Crew Leader teach and coach volunteers rather than do the build tasks themselves.
3. Responsible for all DHFH **safety procedures** being followed during Build Days. DHFH common best practices are available on the DHFH website.
4. **Conduct all business** and personal interactions consistent with Habitat's ministry of service to and with both the families in need of affordable housing and with volunteers.
5. **Availability:** Must be willing to work 4 or more Build Days for during a given project. Must inform the Construction Manager as to when they are available so that resources can be allocated for Build Days.
6. The Crew Leader positions collectively **report to** the Construction Manager but on Build Days, the individual Crew Leaders take direction from the House Leader.



House and Crew Leader Assessment

Name _____
 Phone _____
 Email _____

CONSTRUCTION VOLUNTEER

CODE: L=Leader/Trainer, VG=Very Skilled, G=Somewhat Skilled

Please indicate level with an "x"				For Office Use Only		
SKILL	L	VG	G	Build 1	Build 2	Build 3
Framing						
Roof						
Windows						
Siding, Soffit, Fascia						
Insulation						
Drywall						
Tile						
Paint						
Stairs						
Doors						
Interior Doors						
Garage Door						
Trim						
Kitchen Cabinets						
Electric						
Plumbing						
Concrete Work						
Landscaping						
Deck						
Please list any special construction skills or work experience.						
Please indicate the days you are likely to be available to build				THURSDAY	SATURDAY	

