



We build strength, stability, self-reliance *and* shelter.

## Repair Program, Construction Lead – March 2023

**Current Resume & Cover Letter:** emailed to: [info@habitatclallam.org](mailto:info@habitatclallam.org) (no walk ins please)

**Reports to:** Construction Manager

**Description:** This position assists Construction Manager in all aspects of construction activity, with a focus on our Affiliate Repair Program/Aging in Place

**Employee Status:** Part-time, non-exempt, hourly **not to exceed 32 hours per week** – workflow will dictate schedule/days of the week, some work outside normal business hours. *Typical work week is Wednesday thru Saturday, 8:00 am – 4:30 pm (30-minute unpaid lunch)*

**Location:** Habitat for Humanity of Clallam County – Main Office located in Habitat Store \* Port Angeles, WA and various build sites in Clallam County

**Compensation:** \$22 *hourly* DOE (Depending on Experience), Paid Holidays including Holiday Shutdown (week between Christmas & New Year's), Paid Vacation & sick leave. Medical Benefits including dental & vision available at 75% paid by Habitat Clallam, 25% paid by employee available after 60-days employment.

### WA, Clallam County – Repair Program Construction Lead

Habitat for Humanity of Clallam County is seeking a Repair Program Construction Lead to start immediately. This individual will assist Construction Manager to educate, train and manage volunteers while completing the construction of single-family homes *and home repairs*. This individual will be a teacher, coach and tolerant and understanding of unskilled, enthusiastic volunteers.

### Responsibilities:

#### 1. Construction

- Performs all hands-on construction tasks as directed by the Construction Manager.
- “Fixes” any construction task performed below acceptable standards by volunteers.
- Suggests potential advantageous building practices and material cost savings opportunities to construction manager as identified.
- Assists in the supervision of all site preparation and layout.
- Assists in the supervision of job sites on each designated workday and works to ensure construction is accomplished in accordance with approved permits and plans.
- Assists in training volunteers and partner families about construction tasks and appropriate safety measures.
- Performs all homeowner warranty complaints and repairs.

## **Repair Program**

Focused on completing repairs in a safe, effective, and efficient manner, with special attention to detail and quality while home is owner-occupied. Interface with homeowners of diverse backgrounds and in vulnerable situations, conducting repair work with respect, compassion, and integrity. Candidates should have an understanding of current construction best practices and applicable codes, knowledge of issues and hazards common when working on homes in various stages of disrepair. Candidate must also have the ability to work and problem-solve independently, with an approach of flexibility and determination.

### **Typical projects include, but are not limited to:**

- Siding, fascia, trim repair and replacement, deck and step replacement
- Interior work such as Installing grab bars, handrails, zero entry showers flooring, doors, millwork, cabinets, painting and tile.

### **2. Volunteers and Partner Families**

- Assists in the training of volunteers.
- Treats Partner Families and volunteers with respect and dignity. Strives to make their construction involvement meaningful.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive, encouraging environment thus motivating them to return.
- Ensures that communications to volunteers and partner families are respectful, accurate and timely.
- Assists in identifying volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers.

### **3. Other Duties as Assigned by the Construction Manager**

### **4. Required Skills / Experience / Physical Requirements**

- Knowledge and experience in the construction/contracting industry, preferably as a carpenter or framer. Team building a real plus.
- Complete and pass Habitat for Humanity International Competent Person Safety Training - annually
- Must be a good listener and be able to engage in well-considered discussions.
- Must be willing to understand the big picture of the HFHI ministry and know that construction is only a part of the larger goal.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must attend monthly staff meeting and monthly construction committee meeting
- Participate in trainings and events
- Must pass Criminal Background Check and Sexual Offender Check, submit to drug test and allow a driving abstract report
- Knowledge of Clallam County building codes and regulatory requirements
- Able to work Saturdays

Habitat for Humanity of Clallam County is firmly committed to being an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, sexual orientation, national origin, ethnic background, religion, disability, or any other characteristic protected by law.