



Construction Crew Leader

POSITION TITLE: Construction Crew Leader

REPORTS TO SUPERVISOR: Syrus Smith, Construction Manager

SUMMARY: The Construction Foreman/Skilled Carpenter is responsible for the day-to-day coordination and supervision of construction site activities including site preparation, training and leading rehab field-staff, ensuring building and safety code standards are met, and performing rehab work for single family construction renovation projects for River City Housing.

TIME REQUIREMENTS: Full Time (40 hours weekly); typical workweek is Monday –Friday 8:00 am – 4:00 pm

PERMITS AND LICENCES: Valid driver’s license

SALARY: \$20-\$23/hour depending on experience with the opportunity for advancement

BENEFITS: Health, Dental, & Vision Insurance, Paid Time Off, 401K, Mileage Reimbursement

DUTIES AND RESPONSIBILITIES:

Construction Foreman/Skilled Carpenter will lead, train, and assist the field staff in rehabbing River City Housing properties to make them available for sale to low income families. These duties may include performing the following:

1. Manage build process for assigned projects, ensuring houses are built to code, deadlines and budgets are met, proper safety protocols are practiced and enforced and all inspections passed.
2. Ensure worksite preparation is complete for each phase of building process.
3. Maintain clean, safe and secure worksite and enforce health and safety standards on worksite.
4. Determine on-site materials for procurement including pickup and delivery of materials to worksite.
5. Perform framing, trim concrete/masonry work, demolition gutter, drywall, painting, insulation and weatherization, finish work, hanging shelves and mini blinds, landscaping, and other tasks.
6. Train, mentor, and supervise rehab field staff on construction worksites.
7. Perform routine inspection checks of properties and worksites
8. Provide routine maintenance and repairs at apartment building.
9. Develop and foster excellent working relationships with subcontractors, suppliers and neighbors
10. Represent River City Housing positively to community, with contractors, and partners at all times.
11. Stay abreast of Best Practices in the building industry, safety, Energy Star requirements and construction techniques. Recommend changes in the build process to maximize efficiency, energy savings and to ensure all work complies with high quality standards.
12. Productively and proactively complete paperwork: including timesheet, mileage.
13. Follow-up on all warranted items in a timely manner in the first year after construction, should repairs be needed and/or requested.
14. Maintain company vehicle, trailer and tools to keep in working order, organized and secure. Inspect regularly and follow regular preventative maintenance schedule.
15. Assist with other construction projects or miscellaneous job-related duties as requested.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Must arrive on time, every day, ready to work and be a self-starter
- Must be a high school graduate or equivalent with at least 5 years of home remodeling experience
- Must have integrity, credibility and a commitment to RCH's mission
- Must have an ability to analyze and solve problems
- Must have good organization, attention to detail, and coaching skills
- Must have the ability to communicate effectively and respectfully both in oral and written communications
- Must be respectful for the rights and needs of those we serve, particularly as it pertains to housing
- Must be able to relate to people with diverse backgrounds
- Must be willing to learn new skills and lead and train others
- Must have proficiency with Microsoft Office programs and project management software or a willingness to learn
- **Must have access to own vehicle throughout the day, a valid driver's license and proof of auto insurance coverage**

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by the Crew Leader/Skilled Carpenter to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the service member is regularly required to talk or hear. The member frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The member must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

ENVIRONMENT: The jobsite characteristics described here are representative of those a Crew Leader/Skilled Carpenter encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the Crew Leader/Skilled Carpenter occasionally works in outside weather conditions.

In accordance with the American Disabilities Act:

This position requires the physical ability to sit, walk, and/or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight, hearing, smell and taste while possessing the ability to stand, stoop, bend, grasp, and/or hold to complete warehouse, storage shed, and shop work. The normal jobsite will be on a construction site in single family homes. While offices are smoke-free and temperature controlled, a majority of the work may be in non-temperature controlled conditions, possibly outdoors. The position requires persons who are able to safely lift at least 50-75 pounds on a regular and frequent basis. Prior to being placed in the job, applicants are required to pass a drug/alcohol screening.

All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin