



## SENIOR CREW LEADER

**Overview:** Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit organization that works to champion healthy neighborhoods by investing in resident priorities, supporting homeownership and building quality homes. We believe in a world where everyone has a decent place to live and we invite people of all backgrounds, races and religions to work towards this vision together in our two focus neighborhoods of West Pullman and Greater Grand Crossing.

**Position Summary:** The Senior Crew Leader Position reports to the Site Supervisor and supports Habitat Chicago's mission leading assigned tasks, ensuring safe construction practices, engaging volunteers, and engaging with stakeholders around Habitat Chicago's mission.

The Senior Crew Leader assists the Assistant Construction Manager and Site Supervisor in running the build site on a daily basis including completing the day's work plan, solving problems and ensuring volunteers and homebuyers have a meaningful experience and are satisfied with their involvement. They build relationships with volunteers and homebuyers while instructing, coaching, and encouraging participation in the construction process and maintaining focus on our three on-site priorities: safety, productivity, and fun.

The Senior Crew Leader works at the direction of the Assistant Construction Manager or Site Supervisor who remain accountable for overall progress and quality of the project. Senior Crew Leaders are capable of accomplishing their goals in a safe manner, consistent with OSHA requirements and Habitat Chicago guidance, but are not necessarily "competent persons." While Site Supervisors are accountable for the creation of the weekly and daily work plan, assignment of resources, solving of problems, and completion of material requests, they may request input from the Senior Crew Leader to inform the Site Supervisor's decisions.

The Senior Crew Leader is knowledgeable in industry-standard construction means and methods related to rough carpentry, exterior finishes, and interior finishes. They lead crews in the accomplishment of assigned tasks, and assists in training (in coordination with Site Supervisors) AmeriCorps Crew Leaders, while meeting Site Supervisor defined schedule obligations, minimizing waste, and providing for a positive volunteer experience.

**Who Should Apply:** You have at least one year of experience in a craft trade (preferably new construction or remodeling carpentry) and at least one additional year of craft experience or experience coaching, mentoring, teaching, or leading groups of people. You are familiar with construction safety practices, have a working knowledge of the tools, equipment, and material necessary to construct a home, excellent verbal communication skills, and an enthusiasm for working with volunteers.

### **Key Responsibility: Construction Progress (70%)**

- Complete tasks associated with assigned construction milestones per the construction schedule.
- Coordinate schedule and resource needs with Site Supervisor.
- Comply with Site Supervisor-defined quality and safety goals.
- Seek advice and counsel from Site Supervisor as necessary.

### **Key Responsibility: Assist Training AmeriCorps and Volunteer Crew Leaders (10%)**

- Assist Site Supervisors in training AmeriCorps and Volunteer Crew Leaders.
  - Demonstrate and model “tell/show/do” volunteer instruction process.
  - Demonstrate and model efficient use of materials based on experience performing similar tasks.
  - Model appropriate and safe use of tools and equipment.
  - Model appropriate volunteer engagement activities.
  - Mentor AmeriCorps Crew Leaders for specific tasks as assigned by Site Supervisors.

**Key Responsibility: Safety Management (10%)**

- Review and comment on activity hazard analyses for assigned tasks.
- Demonstrate appropriate use of PPE.
- Identify material, training, or equipment needs to address known safety hazards.

**Key Responsibility: Quality Management (10%)**

- Meet quality standards and tolerances defined by Site Supervisor.
- Perform rework as necessary.
- Perform warranty work as assigned by Site Supervisor.

**Key Responsibility: Leadership and Teamwork**

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a “team first” outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Contribute to organization communication/marketing strategies as needed.
- Engage with all members of team, program participants, and core volunteers.

**Qualifications***Required Knowledge, Skills & Abilities*

- Foundational knowledge of homebuilding means and methods
- Ability to follow oral and written directions
- Effective oral communication and interpersonal skills
- Familiarity with industry-standard construction safety management practices
- Familiarity with industry-standard construction standards and tolerances
- Ability to work well under pressure and with changing priorities
- Ability to work independently when necessary while knowing when to seek additional advice
- Ability to utilize construction power tools and equipment
- Ability to patiently and supportively instruct and guide those unfamiliar with new tasks (e.g., new AmeriCorps crew leaders, volunteers, or non-construction staff participating on site)
- Willingness to use organizational technology and project management information systems
- Ability and willingness to engage with new, diverse people daily for the majority of the work day

- Interpersonal and cultural competency skills facilitating collaboration with a wide spectrum of people

*Preferred Knowledge, Skills & Abilities*

- Prior experience on a Habitat Chicago build site
- Experience engaging volunteers
- Understanding of the Habitat for Humanity mission and operations

*Education and Experience*

- At least two years of work experience in a professional setting, preferably in construction or a related industry.
- Of the two years of work experience, one must be in a construction-related trade.
- The other year of experience can be met with an additional year of trade work or a year of coaching, mentoring, teaching, or leading groups of people.

**Successful Habitat team members share the following characteristics:**

- **Trust:** You invest in your fellow team members, and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

**Position Details**

**Reports To:** Site Supervisor

**Supervises:** N/A

**Hours:** Full-time. Typical hours are 7 am-3 pm, Tuesday-Saturday. Some evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged.

**Environment:** The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have access to office facilities and technology as needed. The current construction sites are in West Pullman (nominally 119<sup>th</sup> and Halsted) and Greater Grand Crossing (in and around South Chicago Avenue and 72<sup>nd</sup> Street). The sites have typical construction hazards of uneven ground, etc. And have climate-controlled mobile offices with internet access. The sites are accessible by car or public transit however use of private or organization vehicle is preferred for site travel.

**Conditions:** Must be able to lift 50 pounds, walk on uneven ground, climb to and stand at heights, stand for long periods of time, and drive all construction vehicles and trailers.

**Compensation:** Hourly; \$20.00/hour, depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance: access to dental, life and 401k plans.

**FLSA Status:** This position is non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does earn overtime or compensatory time for additional time worked.

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**Training:** The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

**To Apply:** Please submit a cover letter and resume to [helen.quach@habitatchicago.org](mailto:helen.quach@habitatchicago.org) with "Senior Crew Leader – Your Name" in the subject line. Only successful applicants will be contacted, and interviews will take place on a rolling basis. No phone calls, please.

*Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*

*Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.*