

Job Title: Construction Site Leader  
Department: Construction  
Reports to: Construction Project Manager  
Status: Full Time, Non-Exempt  
Salary Range: \$15 - \$17 per hour

**Position Summary:**

This position assists the Construction Project Manager with construction activity and volunteer oversight/training.

**Responsibilities:**

**Construction:**

- Perform all hands-on construction tasks as directed by the Construction Project Manager
- Suggest potential advantageous building practices and material costs savings opportunities to the Construction Project Manager, as identified
- Responsible for site preparation and layout under the supervision of the Construction Project Manager
- Assist with the oversight of small jobs as designated and work to ensure construction is accomplished in accordance with approved permits and/or plans
- Assist in the training of volunteers and partner families on construction tasks and appropriate safety measures.
- Provide end-of-day updates to Construction Project Manager
- Attend Construction Project meetings, as required

**Materials & Tools:**

- Inventory and check quality of materials delivered to site and suggest unacceptable materials to be returned
- Ensure the necessary tools for construction are on hand prior to leaving for job site and that they are well maintained and are removed/accounted for at the end of the day and/or project

**Volunteers, Partner Families & (Sub) Contractors:**

- Coordinate with the Volunteer Coordinator to schedule volunteers
- Assist in the training of Volunteers/Volunteer Crew Leaders and teach them how to complete necessary tasks
- Ensure that all work is high quality and completed in a timely manner
- Monitor day-to-day site safety and ensure that the requirements of the Occupational Health and Safety Act (OSHA) are enforced
- Treat partner families and volunteers with respect and dignity and strive to make their construction involvement meaningful
- Assist Construction Project Manager in coordination with vendors and contractors to ensure material is delivered timely and work is completed in accordance with plans

**Other Duties as Assigned**

**Qualifications & Requirements:**

- Knowledge and experience in the construction/contracting business, especially as a carpenter.
- Familiarity with various tools used in the construction trade.
- Comfortable speaking with and/or guiding vendors, contractors, homeowners, and volunteers.
- Ability to read and comprehend construction drawings.
- Ability to multi-task, empower others, make sound decisions. Be a detail minded, team player.
- Ability to work with and teach volunteers and homeowner families about the construction trade.
- Ability to work with people of all races, faiths and backgrounds.
- Excellent communication and relationship skills. Must be able to communicate effectively, accurately, and respectfully without judgment.
- An absolute commitment to job safety.
- Ability to work with minimal supervision.
- Ability to work in a fast-paced team environment, juggling multiple priorities and assignments strategically.
- Commitment to the mission and vision of Habitat for Humanity of Frederick County and a willingness to work passionately to provide affordable homeownership solutions to local residents.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- This is a 40 hour a week position, but must be able to work flexible hours, including some Saturdays.
- Must pass criminal background and sex offender checks as well as drug test as a condition of employment.
- Must be able to drive a pick-up truck.
- **Must be eligible to be added to Habitat vehicle insurance – this requires at least 3 years of driving experience and a favorable driving record.**

Please send your resume or contact [michele.fry@frederickhabitat.org](mailto:michele.fry@frederickhabitat.org) to be scheduled for an in-person interview.