



JOB TITLE: Construction Coordinator
FLSA STATUS: Non-Exempt
DATE: 07/06/2015
REPORTS TO: Construction Director
APPROVED BY: Executive Director

ORGANIZATIONAL MISSION

Habitat for Humanity of Springfield, MO, Inc. (HFHS) works in partnership with God and people everywhere, from all walks of life, to develop communities with God's people in need, by building and renovating houses so that there are safe, decent, affordable homes in which every person can experience God's love and can live and grow into all that God intends.

PRIMARY PURPOSE OF JOB

The Construction Coordinator should be fully committed to the mission of Habitat for Humanity. In carrying out this mission, the Construction Coordinator will assist the Construction Job Site Leader with house construction activities including construction preparation, construction management, construction procedure and construction information management in alignment with the principles and goals of Habitat for Humanity of Springfield, MO, Inc.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Engage and provide onsite leadership for construction volunteers to accomplish construction tasks.
- Use in-kind materials and services whenever possible.
- Facilitate maximum community involvement.
- Produce quality homes for low income families that are built safely, economically and meet local building code inspections.
- Assist Construction Job Site Leader and Construction Director with the development and implementation of various facets of the construction program.
- Consistent and punctual attendance for work is required. Must follow directives of supervisor.

Construction Preparation

The Construction Coordinator will assist the Construction Job Site Leader with construction preparation through planning and organization of resources.

- Work with Construction Job Site Leader to identify building sites and match house plans with site.
- Communicate with Volunteer Coordinator(s) to determine volunteer needs and schedule.
- Make sure site is prepared, volunteer construction leaders are properly oriented, and all materials and tools are present prior to start of each day's activities.

Construction Management

The Construction Coordinator will assist the Construction Job Site Leader with managing the human and capital resources of the construction projects.

- Recruit, train, and guide key construction volunteers as "Site Coaches"; delegate project tasks to Site Coaches as appropriate.
- Assist with developing and providing overall plan for construction to Construction Job Site Leader and Site Coaches and other persons as appropriate; assist with developing a complete plan and schedule for each home based on annual construction plan and provide updates as necessary.
- Ensure that Partner Families are productively involved in the construction process.

- Provide HFHS Construction procedures for each phase of construction to the Site Coaches and volunteers.
- Maintain safe, clean, and organized construction sites; train all persons on construction site safety procedures and ensure safety compliance on the site.
- Be available at all work times during the construction/renovation of houses or arrange for a qualified team member to substitute.
- Responsible for the care and security of property during construction; see that property, equipment, and building supplies are secured and properly maintained.
- Submit construction purchase orders and receipts daily to Construction Job Site Leader for approval by Construction Director.
- Create a respectful and loving Christian environment on sites through inclusion of daily prayer/devotions at start of day (in absence of site host) and proper selection and orientation of Site Coaches.

Construction Procedure

The Construction Coordinator will assist the Construction Job Site Leader with directing and overseeing the workflow of the construction process.

- With input from the Construction Job Site Leader, determine critical path of work via weekly project statement.
- Work with subcontractors as assigned by Construction Director to ensure timely, accurate and quality workmanship.
- Oversee work teams and coordinate work team skills with various tasks.
- Based on direction of Construction Director, make sure all purchased materials and services are available in timely fashion and at most economical overall price. Coordinate with Construction Director regarding gifts-in-kind.
- Ensure that houses are built to local code or above those standards; order inspections as directed by Construction Job Site Leader.
- Conduct Final Walk-through with Partner Family as required.
- Provide information on house completion and/or scheduling changes to Construction Job Site Leader.
- Ensure that HFHS vehicles, tools, and other equipment are maintained properly.

Construction Information Management

The Construction Coordinator will attend and participate in informational meetings and communicate the progress of construction projects.

- Keep Construction Job Site Leader informed of daily progress and all project concerns.
- Be willing to attend Construction and Site Selection Committee meetings if requested.
- Attend monthly Habitat for Humanity of Springfield, MO staff meetings.
- Attend special events such as ground breakings, start of construction, house dedications, and fundraising events; attend conferences when appropriate.
- Attend pre-construction meetings on request to help with House Sponsor coordination.
- Ensure that purchase orders and receipts are submitted in a timely fashion.
- Report percentage completion of all work items weekly for construction cost/completion report.
- Maintain costs to budget for each house design; modify based on changes as approved by the Construction Director.

This is an hourly position and, while full-time employees are expected to put in a minimum of 40 hours per week, it is understood that employees will have a strong commitment to the mission of the organization and will do what is necessary to “get the job done.” A significant commitment of time and energy is expected, but work beyond 45 hours per week should be the exception rather than the rule. Employees in this position must be available to work on Saturdays and may be required to work overtime hours.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, and abilities required to successfully perform the essential duties of this position.

- Commitment to the Habitat for Humanity concept as a Christian housing ministry; knowledge of an commitment to the HFHS core values, principles, and covenant, as well as willingness to work on a collaborative team.
- Knowledge and practice of construction preparation, construction management, construction procedure, and construction information management.
- Ability to organize building materials and volunteers; keep the project on schedule as a coordinator.
- Detail orientated and possess solid problem solving skills.
- Ability to effectively present information to employees, management and volunteers.
- Able to relate to all types of people and levels in and outside the organization. Ability and skill to work with, retain, and motivate volunteers.
- Working knowledge of office machines, multi-line phone system, internet and email usage.
- Ability and skill to work with minimal supervision and willingness to learn new skills.
- Ability to organize and prioritize work and collaborate with staff, volunteers, and committees.
- The candidate must be self-directed, have excellent time management skills and possess strong communication skills (interpersonal, verbal and written).
- Ability to move about the worksite while climbing, maneuvering on roofs and high spaces, and working in confined spaces.

CORE COMPETENCIES

Partner Focus: Ensuring that our partners' perspective (homeowner, homebuyer, donor, volunteer, ReStore customer, etc.) is a driving force behind all business decisions and activities; crafting and implementing service practices that meet the needs of our partners and the Habitat for Humanity organization.

Leading through the Habitat for Humanity Vision and Mission: Keeping the Habitat for Humanity vision and mission at the forefront of all associate's decision-making and action.

Adaptability: Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structure, processes, requirements, or cultures.

Coaching: Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

Decision Making: Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

Managing Work: Effectively managing one's time and resources to ensure that work is completed efficiently.

Safety Awareness: Identifying and correcting conditions that affect employee safety; upholding safety standards.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High School Diploma, GED, or related field experience resulting in equivalent level of knowledge is required.
- Minimum 3 to 5 years' experience in residential construction work, project supervision, and

building layout.

- A valid driver license and clean driving record that will meet insurance requirements.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job.

| Physical Requirements | Percentage of Work Time Spent on Activity | | | |
|---|--|---------------|---------------|----------------|
| | 0-24% | 25-49% | 50-74% | 75-100% |
| Seeing: Must be able to see to read documents and construction project plans, use a computer, and conduct inspections at the work sites. | | | | X |
| Hearing: Must be able to hear well enough to communicate with team members and volunteers. | | | | X |
| Sitting: Must be able to sit for long periods of time. | X | | | |
| Standing/Walking: Must be able to move about the work site. | | | | X |
| Climbing/Stooping/Kneeling: Must be able to climb, stoop or kneel to complete construction tasks and do safety inspections. | | | X | |
| Lifting/Pulling/Pushing: Must be able to lift and/or carry more than 50 pounds to move materials and use tools. | | | X | |
| Grasping/Feeling: Must be able to type on computer, use tools/equipment and handle small materials. | | | X | |

The work environment can sometime include unfavorable environmental conditions including extreme temperature, precipitation and windy conditions. May be exposed to loud noise, dust particles, mold, paint and other toxic fumes. Travel to and from work sites as well as suppliers is required.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date