



Habitat for Humanity of Huron Valley Residential Construction Foreman/House Leader Employment Opportunity

Organizational Background

Habitat for Humanity of Huron Valley (HHHV) is a dynamic, progressive nonprofit organization that seeks to enrich our whole community through a legacy of affordable homeownership for households of low-income in Washtenaw County. Habitat for Humanity of Huron Valley began its work in Washtenaw County in 1989. Since then, we have renovated and sold over 260 homes to low-income buyers, completed over 8,000 home repairs for low-income households, provided financial counseling to over 1,800 households, and engaged with more than 10,900 community residents and partners in neighborhood revitalization activities.

We are seeking a Residential Construction Foreman/Habitat House Leader to join our team. This person will lead building efforts on assigned houses (renovations and new construction), the majority of which are located in Ypsilanti Township. We work to offer affordable and safe homes for qualified low-income buyers, emphasizing energy efficiency through partnerships with vendors who facilitate high energy standards. We encourage people living in or familiar with Ypsilanti Township to apply.

Commitment to Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are fundamental to achieving our mission of enriching Washtenaw County through a legacy of affordable homeownership for households of low-income. We recognize that a history of discrimination in U.S. housing policy is one of the primary drivers of racial inequities that persist in our local community, and our practices and programs must be informed by this history in order to create lasting change.

We are committed to fostering a culture of humility, open dialogue, and accountability, so that staff feel empowered to bring their full, authentic selves to work every day. In our dedication to **diversity**, we celebrate and embrace cultural differences as we strive to create an organization reflective of the broader community we serve. In our pursuit of **equity**, we aim to establish practices and policies that eliminate bias and provide equal opportunity. And in our devotion to **inclusion**, we continuously endeavor to make all feel welcome, respected, and valued.

Position Term & Schedule

The House Leader position is a full-time (40 hours per week), hourly, non-exempt position starting immediately. Starting pay is **\$24.00 - \$27.00**/hour, based on experience. This is a field position, primarily in Ypsilanti, MI where most of Habitat's construction activities occur. The normal work schedule is Tuesday – Saturday from 8:00 am – 4:00 pm with some evenings and Sundays required. The House Leader will report to Alex Lindsay, Construction Manager.

After an introductory period (30-90 days depending on the benefit), eligible employees may participate in any (or all) benefits offered by Habitat for Humanity of Huron Valley (subject to future modification) including:

- Health Care Insurance: Habitat currently offers several plans to choose from, including HSA-eligible, PPO and HMO. Habitat contributes to the premium costs for Employee-only, Employee + Dependent and Employee + Family level coverage. Habitat recognizes Domestic Partners as eligible for insurance coverage. Habitat offers an HSA Account matching contribution for employees who elect coverage through an HSA-eligible (high deductible) plan.
- Term Life Insurance: Habitat provides term life insurance in an amount equal to your annual salary.
- Paid Time Off: Employees are entitled to up to four weeks of paid time off per year.
- Paid Holidays: Habitat recognizes 9 holidays and one floating holiday.
- 401k Savings Plan: Habitat's Safe Harbor Plan offers an employer matching contribution, currently 5%.
- Additional Benefits: vision & dental insurance, short and long-term disability, additional life insurance, an Employee Assistance Plan (EAP), AFLAC supplemental insurance, Pre-Paid Legal, 529 College Savings Plan, Flexible Spending Accounts & various Discount Cards are also available. Costs, when associated with these benefits, are the employee's responsibility.
- Equipment needed to perform the job will be provided by Habitat.

Position Description

Habitat House Leaders work with the Habitat construction team, sub-contractors, suppliers, volunteers, Habitat homebuyers, and local building officials to oversee residential builds and rehabs to completion for Habitat's Home Ownership Program. The successful candidate will work with the Construction Manager and the Construction Superintendent to plan and execute daily tasks related to their assigned houses to meet the build schedule.

Responsibilities

This role will involve daily and weekly recurring activities as well as special projects throughout the year. The day-to-day tasks will vary depending on the state of the build and availability of volunteers, but here is a sample of what you might be responsible for.

- Participate in weekly team planning meetings, identifying possible volunteer opportunities and give progress updates and projections for each assigned house
- Self-perform construction tasks on each site
- Implement Habitat's energy efficiency techniques throughout each build
- Supervise construction activity on sites, providing direction to subcontractors, Construction Assistants and volunteers
- Train colleagues and volunteers by demonstrating safe construction skills and techniques
- Coordinate supply of materials and tools needed for each build, including provided materials for subcontractors and volunteers
- Provide safe, positive, and productive experience for volunteers
- Ensure good safety practices at the jobsite
- Communicate build changes with other construction staff through calls, texts and emails
- Provide innovative solutions to unique challenges at each site
- Attend various trainings and conferences, including Lead-Safe RRP, and safety training

Personal Talents and Skills

To succeed in this role, you will have, or be willing to learn, the following talents and skills.

- Commitment to serving households of low-income and advancing the critical call for affordable homeownership in Washtenaw County
- Ability to navigate changing job duties, including organizing and prioritizing multiple tasks for completion within deadlines and anticipating needs or problems
- Ability to work within existing systems while looking for ways to increase efficiency and reduce redundancies
- Ability to effectively communicate using email and phone with HHHV staff
- Willingness to teach and learn
- Ability to work individually and with a team
- Experience with residential wood framing
- Experience driving trucks and towing trailers
- Confidence in use of power tools
- Ability to work from construction drawings, and to accurately layout and build plumb, level, and square walls
- Ability to professionally paint, caulk and complete finish work
- Willingness to seek and provide feedback in constructive manner
- Curiosity of the work and willingness to take on new tasks
- Ability to work unsupervised to complete tasks on time with regularity

Physical Abilities *In accordance with the American Disabilities ACT (ADA):*

This position requires the physical ability to:

- Sit, walk, and/or stand for prolonged periods of time.
- Use all sense, including but not limited to sight and hearing.
- Stand, stoop, bend, grasp and/or hold in order to complete job duties.
- Work in non-temperature controlled conditions and out-of-doors.
- Safely lift at least 80 lbs. on a regular and frequent basis.

Background check

- All employees are subject to a sex offender registry check and a driving record check. Employees who will drive Habitat vehicles or who will regularly drive their own vehicles on Habitat business must be insurable by Habitat's then-current insurer. Current insurance requirements: Employees must be at least 21 years of age, with no more than 2 speeding tickets in 2 years or 3 speeding tickets in 3 years. Employees must not have reckless driving or DUI in the previous 5-year period.

Application Process & Estimated Timeline

To apply, please email your resume to jobs@h4h.org. If there are other skills you'd like to explain, you may include a cover letter but it is not required. No phone calls, please. Applications accepted until **October 20th**.

Step 1: Resume Reviews and Interview Scheduling

Step 2: Initial interview over the phone or video conference

Step 3: On-site skills interview

Step 4: Final Hiring Decision Made

Habitat for Humanity of Huron Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.