

## **POSITION DESCRIPTION**

### **HABITAT FOR HUMANITY OF WILLIAMSON COUNTY**

**Position:** Construction Services Coordinator  
**Classification:** Non-Exempt  
**Status:** Part-time  
**Reports to:** Director of Homeowner Services  
**Evaluation:** Annual within last quarter of fiscal year

#### **General Responsibilities**

The Construction Services Coordinator is responsible for the coordination of on-site volunteers, tools, and equipment necessary to construct houses and to repair existing homes within the HFHWC affiliate.

#### **Specific Responsibilities**

- Construction equipment, tools and materials
  - moving trailers and equipment to each site as needed
  - ensure all trailers are up to date on state registration
  - maintain a current tool list within each trailer, with pictures, serial and model numbers
  - develop and implement a tool and equipment replacement process
  - ensure materials are available for each construction workday
- Project sites
  - ensure surrounding land/homeowners know about HFHWC and each project as needed
  - ensure each project site is safe, clean and neat
  - ensure all construction debris is removed from each project regularly
  - minimize construction material waste – re-use or re-purpose as much as possible
  - ensure land maintenance is completed as needed for all HFHWC held properties
- Volunteers
  - be on-site for each new home construction project workday
  - provide training for one-day as well as potential and new key volunteers
  - implement and maintain best safety practices are followed on each construction site
  - maintain HFHI Competent Person status and ensure adequate certification of volunteers to cover all work sites
- Home Construction Program
  - complete final walk-through checklist with future homeowner
  - resolve warranty issues identified by current homeowners
  - maintain knowledge of all current building code within each Williamson County jurisdiction
  - maintain knowledge of HFHI Construction Standards
- Home Repair Program
  - ensure completion of each home repair within local building code
  - recruit and oversee volunteers and sub-contractors as needed to complete agreed upon repairs
  - maintain knowledge of all current building code within each Williamson County jurisdiction
  - maintain knowledge of HFHI Repair Standards
- All other duties as assigned by the Director of Homeowner Services or Executive Director

#### **Qualifications**

- Fully supports the mission and vision of Habitat for Humanity of Williamson County, TX
- Minimum 2 years of residential construction experience
- Computer skills: E-mail, Microsoft Office, Excel, customer databases
- Organizational skills with attention to detail and follow-through
- Experience supervising others in construction