**Habitat for Humanity Northwest Harris County**

**Job Title**: Operations Foreman

**Reports to**: ReStore Director

**Status**: Paid/ Full Time/Hourly/Non-Exempt

**Summary**: Effectively leads and executes deconstruction projects, build outs, maintenance and repair projects, material handling, and transportation for the ReStore Division.

**Qualifications**:

* 5 years of leadership experience in a construction oriented environment.
* 10 years of trade experience as a lead carpenter or handyman role.
* 3 years of driving experience-specifically of a 24’ box truck and pulling cargo trailers with no accidents or violations.
* Ability to lift up to 50 lbs. repeatedly throughout the day.
* 5 years of experience working in a non-climate controlled atmosphere.
* Ability to properly use lift gates, pallet jacks, and ratchet straps, power tools, generators, lift equipment, hand tools.
* Self-motivated, reliable and enthusiastic. Enjoy working with people with diverse backgrounds.
* Safety focused: responsible for maintaining safe work sites.
* Organized with meticulous attention to detail in a fast-paced environment and able to meet project deadlines
* Excellent written and verbal communications skills.
* Ability to handle and defuse challenging situations with tact.

**Essential Duties and Responsibilities:**

* Participate in site assessments for deconstruction projects; build out projects and specialty donations.
* Work with volunteers, employees, and contractors to complete projects-provide clarifications regarding scope of work and answer questions from team members.
* Meet with team members, clients, contractors and jurisdiction representatives to resolve project issues.
* Maintain safe, clean and secure work environment.
* Drive 24’ box truck to pick up material, donations and deliver merchandise. Pull 18’ Cargo trailers with a pick-up truck.
* Disassemble, de-construct, and process material in a fast paced environment.
* Responsible for execution and quality assurance on build out projects as required.
* Ensure that material from Deconstruction sites is properly packaged, labeled, and staged. Load, unload, and protect merchandise.
* Welcome and engage new volunteers; provide excellent and attentive service to clients, customers, and donors.
* Communicate with leadership team in real time to provide status updates regarding schedule and issues as they arise.
* Provide coverage and assistance as needed in the ReStore
* Provide facility and equipment maintenance and cleaning.
* Collaborate with the leadership team to improve efficiency of operation.
* Report any issues with team members, contractors, volunteers, clients, complaints, or safety to the ReStore Director and Director of Operations immediately.
* Coordinate other duties and special projects as assigned by the Restore Director and the Director of Operations.

**Habitat for Humanity Northwest Harris County is a 501-C-3 nonprofit organization that has been building homes for over 20 years. With the help of 2000 volunteers, we build homes for low income, partner families in Northwest Harris County.**