



Job Description

Position Title: ReStore Deconstruction Lead

Team: ReStore

Supervisor Title: Procurement Manager FLSA Status: Exempt

Date: 10-01-2014 Non-Exempt

General Position Summary:

The Deconstruction Lead supports Greater Des Moines Habitat for Humanity by conducting in-person deconstruction assessments including determining value of items and return on investment, leading the safe, physical removal of material from donors' homes or commercial buildings, and working with and building a mutually beneficial relationship with donors. The result of this work is Gift in Kind donations that support Habitat's ReStore. This is a part-time position, with hours based on when kitchen cabinet deconstructions are scheduled. This position requires open flexibility based on the availability and scheduling of deconstruction projects.

Core Responsibilities:

List major actions performed in the job. Describes what occurs and the reason the action is taken.

1. Oversee majority of all ReStore deconstruction projects (>80%)
2. Lead deconstruction core crew of volunteers and/or staff
3. Conduct thorough and comprehensive in-person deconstruction walkthrough assessments including:
 - a. assessing approximate total worth of salvageable materials as a prerequisite to approval for any project which considers labor, time, resources, and worth of materials.
 - b. evaluating potential safety risks, and
 - c. identifying tools and materials needed.
4. Cultivating and maintaining an excellent donor experience throughout entire deconstruction process.
5. Post completed assessments on GDMHFH's internal online communication platform
6. Coordinate with ReStore volunteer coordinator on project dates and volunteers needed
7. Schedule deconstructions accurately and temporally on shared pick-up schedule
8. Record items salvaged in designated project document
9. Gather and transport of tools and equipment to and from job site
10. Conduct post deconstruction activities such as clean-up of site, coordinating with ReStore Support Team members, contacting donor

Requirements:

- Minimum two years experience in construction-related field or equivalent experience
- Minimum two years experience in supervisory position
- Ability to provide leadership and direction to volunteer crew on site and ensure volunteers have a safe and rewarding experience
- Ability to operate power tools and other equipment knowledgably and safely
- Ability to schedule and coordinate multiple projects with volunteers and staff
- Complete competent person training
- Able to maintain flexible, part-time schedule and be available as needed
- Good and accurate planning, organization, email, and office software skills
- Great track record of providing excellent customer service
- Willingness to work with staff and volunteers of all backgrounds
- Ability to work effectively with minimal supervision
- Able to drive Habitat or personal vehicles to work sites in Greater Des Moines metro area.
- Excellent writing, organizational and communication skills
- Knowledge of building materials and residential construction processes
- Able to lift 50 pounds and have a valid driver’s license
- Demonstrates the ability to use commonly-used concepts, practices and procedures within the field.
- Understand the Habitat for Humanity philosophy and willingly promote it
- Must meet or exceed the ability to demonstrate the 5 values outlined below.
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.
- Complete formal training plan and assignments as required.
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Follow safe practices in all work activities to avoid injuries and accidents.

Job Competencies

- Demonstrate commitment to Greater Des Moines Habitat for Humanity’s Mission and Values of:
 1. Build Solutions
 2. Build Safety Mindset
 3. Build Faith and Family
 4. Build as Stewards
 5. Build with Heart

Normal Work Environment (Check best description):

Office	Outdoors/Off-site	Retail	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continuous (67-100% of workday)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Frequent (34-66% of workday)
			Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

O Sitting

C Standing

F Bending

O Twisting

O Stooping

O Reaching above Shoulder

O Kneeling

O Reaching below Shoulder

O Crawling

O Working at Low Position

O Climbing Stairs

F Pushing/Pulling

O Climbing Ladders

O Working on Elevated Surfaces

O Driving

F Walking

O Working on uneven surfaces

Weight Lifting/Carrying:

O Sedentary (0-10 lbs.)

F Light (11-25 lbs.)

F Medium (26-50 lbs.)

O Heavy (51-74 lbs.)

O Very Heavy (75-100 lbs.)

Dexterity:

O Eye/Hand Coordination

O Feet (foot pedals)

O Fingering (picking, pinching, etc.)

O Handling (holding, grasping, etc.)

O Wrist Motion (repetitive flexion/rotation)

Hearing: X Yes No

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance:

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports. Clarity of vision is also necessary to Operate motor vehicles

Equipment/Supplies/Tools

- Power Tools
- Hand Tools
- Telephone
- General Office Supplies
- Use general construction tools

