Re-use Hawaii

Job Title: Deconstruction Team Leader

Employment Type: Full-Time
FLSA Status: Non-exempt
Department: Deconstruction
Reports To: Deconstruction Program Manager

Job Summary

Deconstruction Team Leaders are responsible for overseeing and managing all aspects of site specific operations, including personnel, material management, logistics, task sequence, and safety; ensuring project goals are achieved; and providing leadership and supervision for the team in order to achieve a safe, healthy, productive, cohesive, and positive workplace.

Essential Duties

- Supervise & motivate team of 2-7 employees at various sites.
- Provide progress and performance accountability and reporting.
- Oversee proper maintenance of equipment, vehicles, and tools.
- Oversee daily operations, including holding meetings, planning, and communicating deconstruction approach; assuring all tools, equipment, and supplies are provided; communicating Activity Hazard Analysis; and upholding policies and procedures.
- Perform all deconstruction tasks as needed including nonstructural salvage, roof work, structural deconstruction, machinery operation, material handling, and truck loading.
- Provide leadership for daily team meetings: facilitate information sharing, problem solving, priority setting, and team building.
- Delegate specific tasks to each individual as required to achieve project goals. Instruct and follow up as needed.
- Lead all aspects of personnel activity: includes orientation and training, mentoring and feedback, and performance documentation and evaluation.
- Direct and coordinate all activity. Establish and uphold operational procedures for: deconstruction tasks, handling and disposition of materials, truck loading, and site infrastructure.
- Ensure the preservation of reusable material.
- Complete all necessary paperwork and submit as directed.
- Keep tools and supplies clean, organized, stocked, and accessible.
- Practice, role model, and train staff in all aspects of outstanding deconstruction work.
- Establish and maintain a strong safety culture within the Deconstruction Program. Ensure compliance with all internal safety rules as well as OSHA regulations.
- Promote and contribute to a healthy and safe working environment by ensuring that all staff adheres to written and verbal procedures, rules, regulations, and policy guidelines. Take appropriate corrective action when or if violations/incidents take place.
- Complete all related tasks and duties as needed to achieve the goals of Re-use Hawai‘i operations.

Secondary Duties

- Maintain public/neighborhood satisfaction by resolving all questions and complaints.
- Manage onsite client communication - addressing all requests, questions, and concerns.
- Support staff in establishing personal workplace goals and objectives.
- Support staff members' professional development. Promote and maintain a vibrant and engaging work environment that is positive and safe for every team member, client and individual.
- Ensure compliance with federal, state, and local regulations and laws.
- Coordinate promotion of Re-use Hawai'i, including hanging banners, signs, and brochure boxes.
- Take photographs of the work progress, truck loads, and staff working for record and use for donation receipts and website.
- Tactfully address or defuse incidents in the workplace in a timely manner before they escalate into serious problems or patterns.
- Seek out Executive Director and/or Program Manager for advice and feedback if faced with a difficult or an unfamiliar situation in the workplace.
- Promote and maintain consistent clear communication and positive relations throughout the organization and its departments. Openly share history and knowledge of operations and material with staff, customers, and visitors. Promote respect and maintain an open learning environment in the workplace.
- Use the values and principles of the organization as guidance in all problem solving and decision making.

Supervisory Responsibilities

Directly supervises 2-7 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

Experience in the construction and building industry

Behavioral Characteristics

- Attention to detail and safety.
- Ability to work as a collaborative team member.
- Ability to maintain the ethical standards of the organization.
- Excellent communication skills.
- Ability to wear a hard hat, safety glasses, steel toed and soled boots, gloves, ear protection, and a respirator, when required.

- Self-motivated, reliable, and enthusiastic.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:
- regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, crouch, or crawl; talk or hear.
The employee must:
- regularly lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:
- occasionally exposed to vibration.
- frequently exposed to work near moving mechanical parts; work in high, precarious places.
- regularly exposed to climb or balance; outdoor weather conditions.
The noise level in the work environment is loud noise.