



**Mission Statement:** Habitat for Humanity works in partnership with God and people everywhere, from all walks of life, to develop communities with people in need by building and renovating houses, so that there are decent houses in decent communities in which every person can experience God's love and can live and grow into all that God intends.

**JOB TITLE:** Construction Assistant  
**REPORTS TO:** Construction Manager  
**STATUS:** Part time / Non-Exempt

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**PRIMARY PURPOSE:** The focus of the Construction Assistant is to work primarily with volunteers (individuals and groups) to complete projects for the Repairs program. The program will take place in the Santiam Canyon for fire/disaster recovery. Habitat for Humanity projects are carried out by volunteers with a variety of skill levels. Coordinates and monitors the progress and quality of construction sites for the Repairs program. The Construction Assistant will report to the Construction Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Position Summary:** This position will be expected to manage the work site with the assistance of skilled and unskilled volunteers.

#### **Pre-Project Planning**

- Work with the Construction Manager and Habitat Team to develop an overall construction plan to complete the work.
- Develop and execute short term construction schedule in partnership with Habitat team.
- Develop detailed schedules for each project.

#### **Construction Volunteer Management**

- Provide training and development opportunities for construction staff and long-term volunteers.
- Insure implementation of all Habitat policies and procedures on the worksite.
- Responsible for worksite safety and training of volunteers.
- Provides opportunities for hands on learning.
- Ensures worksite safety, learning of safety procedures and proper construction techniques.
- Teaches appropriate ways to handle technical construction problems and how to troubleshoot them.
- Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing benefit.
- Teaches construction skills including but not limited to demolition and carpentry along with the appropriate use of equipment and tools through demonstrations, modeling skills, directing and monitoring performance and skill level
- Work with Construction Staff, Volunteer Committee and Family Services to insure that volunteers and partner families are productively involved in the construction process.
- Apprise Volunteer Committee of upcoming volunteer and skill needs.
- Attend special events and conferences as appropriate.

## **Construction Procedure**

- Use in-kind material and labor as your first choice. Purchase material only when needed and within policy guidelines
- Provide updates regarding project status and estimated completion dates
- Responsible for projects until 100% complete.
- Work to develop quality assurance methodology to ensure quality construction
- Provide clear leadership with the safety plan to ensure understanding and full utilization.

## **Materials procurement**

- Ensure timely clear communication with vendors. Develop working relationships.
- Responsible for ordering correct quantity and having materials delivered on time.
- Maintain and develop new connections to vendors
- Negotiate prices for materials in conjunction with the Construction Manager
- Oversee tool/equipment inventory, management and repairs

## **Management of Information**

- Coordinate Repairs as well as other projects. This includes bidding projects and securing materials.
- Work with Construction Manager to meet construction deadlines for Repair projects.
- Work with Construction Manager to ensure all tools and materials are available and functional.
- Use pre-construction meetings to help Volunteer and Habitat team understand responsibilities, procedures and to have a meaningful volunteer experience.
- Provide construction project budgets to Construction Manager and Finance Director
- Work with Habitat team to provide any reporting and paperwork needed for grant and fund reporting

## **OTHER DUTIES AND RESPONSIBILITIES**

- Responsible for other projects and duties as assigned by the Construction Manager
- Work in partnership with staff to create a successful organization.
- Make recommendations on how to improve the effectiveness of the organization, implement recommendations as authorized.
- May cover any shift on the construction site with volunteers, youth, or others.
- Consistently maintains a professional and courteous manner and an ability to work with people from diverse backgrounds.
- Maintains regular job attendance and adherence to working hours.

## **MINIMUM QUALIFICATIONS, EXPERIENCE OR REQUIREMENTS**

- Commitment to HFHMWV ideals and philosophy
- Ability to work with people from diverse backgrounds
- Ability to teach skills and the patience to let individuals practice
- Strong team building and organizational skills as well as strong communication skills
- A strong background in residential home construction including repairs and rehabs
- Knowledge of construction, code requirements, and technical skills
- Ability to work as team member
- Ability to work with minimum supervision
- Computer literacy

- Ability to obtain a valid Oregon Commercial Driver’s License (CDL) Class C is required
- Lead based paint certification preferred

**CODE of CONDCUT**

All employees are expected to maintain the attitudes described in the mission statement. Work well with other employees, board members, volunteers and family members to further the goals of the program

**ATTENDANCE & TIME**

This is a 20-30hour per week, hourly position. Compliance with general company standards as expressed in the Employee Handbook is expected.

**PHYSICAL DEMANDS**

Below refers to the type, amount, and frequency of physical effort typically required to perform the essential functions of this job acceptably

A. The physical effort typically applied in this job includes:

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> Lifting  | <input checked="" type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching  | <input checked="" type="checkbox"/> Filing        |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input checked="" type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Manipulating        | <input type="checkbox"/> Other (specify)    |   |   |

B. The amount of effort typically applied and the frequency of application:

Note: Applicants must be able to meet the effort indicated in ‘Frequency of Application’ box.

Amount of Effort Applied	Frequency of Application		
	Seldom	Occasionally	Frequently
Less than 1 lb.			X
Between 1 & 5 lbs.			X
Between 5 & 25 lbs.			X
Between 25 & 60 lbs.		X	
More than 60 lbs.	X		

C. The effort reflected in the above chart is typically applied in the following work positions:

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Sitting  | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Bending | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Stooping | <input type="checkbox"/> Confined            | <input type="checkbox"/> Other (specify)    |   |

**MENTAL OR VISUAL DEMANDS**

The checked statement below best refers to the type of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing this job acceptably

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
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<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
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	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
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X	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
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	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.
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## WORKING CONDITIONS

The following indicates the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Kinds of disagreeable elements typically exposed to in the work area include:

<input checked="" type="checkbox"/> Dust	<input checked="" type="checkbox"/> Dirt	<input checked="" type="checkbox"/> Heat	<input checked="" type="checkbox"/> Vibration
<input checked="" type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Cold	<input checked="" type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. The checked statement below best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above

	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
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	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
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X	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
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	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
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	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.
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**NOTE: This job description is intended as a guideline only, and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be constructed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.**

<i>Immediate Supervisor</i>	<i>Date</i>	<i>Employee</i>	<i>Date</i>
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