



Construction Assistant

REPORTS TO: Construction Director

DIRECT REPORTS: Volunteers

Job summary

The Construction Assistant is responsible for day to day construction activities at the various new home and renovation, repair and preservation project sites as assigned by the Construction Director.

Responsibilities

Home Renovation and Construction

- Performs all hands-on construction tasks as directed by the Construction Director
- Assist Construction Director to prepare sites for construction, including layout, clearing and foundation work.
- Finish tasks within established time frame
- Suggests potential advantageous building practices and material cost savings opportunities to Director of Construction as identified.
- Assists in the supervision of job sites on each designated workday and works to ensure construction is accomplished in accordance with approved permits and plans.
- Assists in training volunteers and homebuyer families about construction tasks and appropriate safety measures.
- Performs all homeowner warranty complaints and repairs.
- Tool maintenance, repair and suggests new tool acquisitions to Director of Construction
- Jobsite cleanliness and security
- Inventory & check quality of materials delivered to site and return damaged or surplus material

Safety

- Responsible for safety at construction site, including but not limited to: 1) Availability and proper use of personal protective equipment, 2) implementation of emergency plan, 3) ensure that equipment and tools are in good working condition, 4) train volunteers in safety practices, and 5) monitor volunteers, including minors, to ensure safe use of tools and equipment according to age, skill and OSHA and HFHI regulations.
- Maintain order and upkeep of construction warehouse and trailers.

Volunteer Development

- Coordinate volunteers ranging from beginner to skilled in construction tasks.
- Organize experienced volunteers to lead work groups.
- Ensure that all volunteers have signed in and completed their liability waiver appropriately.
- Assists in the training of volunteer house leaders and volunteer crew leaders.
- Treats homebuyer families and volunteers with respect and dignity. Strives to make their construction involvement meaningful.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive, encouraging environment thus motivating them to return.
- Ensures that communications to volunteers and partner families are respectful, accurate and timely.
- Assists in identifying volunteer jobs/needs not currently filled and satisfies needs with appropriate volunteers. Assists in the training of all volunteers utilizing knowledge from crew leaders and other construction staff.

Other

- Supports the mission and programs of Brookings Area Habitat for Humanity
- Other duties as assigned

Required Knowledge and Skills:

- A strong background in residential home renovation and construction.
- Related experience in a supervisory role
- Commitment to Habitat for Humanity's Mission
- Must possess excellent people skills since candidate will work with people of all ages, races, faiths, backgrounds and skill levels
- An absolute commitment to job safety
- Ability to establish a good working relationship with volunteers and homeowner families
- Excellent communication skills
- Ability to work with limited supervision
- This position requires a background and/or security check, and may be subject to drug screenings.

Brookings Area Habitat for Humanity is an equal-opportunity employer. We seek to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.