



JOB DESCRIPTION

Date:	Last Revision: December 2021
Employee:	Job Title: Construction Assistant
Department: Construction	Reports To: Construction Director

To apply, send your resume to Meghan Morris, meghan@lovelandhabitat.org

Purpose of the Job

The Construction Assistant provides support to the Construction Director through site supervision, volunteer management, and ensuring adherence to the established build schedule.

Qualifications

- Familiar with all phases of residential construction
- Experience working with and directing volunteers
- Experience overseeing and managing a construction site
- Experience with OSHA Safety regulations
- Possesses current "Competent Person Certificate" through HFHI
- Possesses current First Aid and CPR certificate

Essential Job Functions

Essential functions are those tasks, duties and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable. Following are the essential functions of the job.

Site Management –

- Supervise construction activity and provide leadership to volunteers
- Evaluate and implement good safety practices and constantly stress the importance of this with volunteers
- Assist with site preparation and layout
- Meet long and short term goals established by the Construction Director and Executive Director
- Maintain all equipment logs and reports; report findings to Construction Director
- Maintain an organized construction site and trailer
- Ensure that all LHFH property is secured at the end of the work day
- Assist with loading and unloading materials and tools

Volunteer Management –

- Ensure home owner’s involvement in building homes is meaningful to them
- Create successful volunteers and help ensure that volunteers have a consistently good experience, thus motivating their return
- Provide presentation for volunteer orientation and safety
- Prepare and present monthly safety training to regular volunteers
- Ensure communication to volunteers are accurate and timely
- Ensure all volunteers follow all safety protocols
- Ensure all volunteer sign-in sheets, waivers, safety sheets are completed
- Identify volunteer jobs/needs not currently filled and communicate these needs to Construction Supervisor
- Train and instruct all volunteers on construction skills, equipment and safety
- Maintain all volunteer supplies (i.e. water, coffee, sugar, creamer, etc.)

Attend monthly staff meetings, organizational trainings, etc. Perform other related duties as assigned by Construction Director.

Overtime Status	
<input checked="" type="checkbox"/> Exempt (salaried – not eligible for overtime)	<input type="checkbox"/> Non-exempt (hourly – eligible for overtime)

Physical Requirements						
General Activity		Number of Hours				
		6-8	4-6	2-4	1-2	<1
	Stand/Walk	X				
	Sit					X
	Drive				X	
Motion		Up to 1/3 of time		1/3 or more of time		
	Bend				X	
	Squat				X	
	Crawl				X	
	Climb				X	
	Reach				X	
	Lift				X	
	Carry				X	
	Push				X	
	Pull				X	
Use of Hands/Feet		Gross Motor Function		Precise/Fine Motor Function		

	Right Hand	X	X
	Left Hand	X	X
	Right Foot	X	X
	Left Foot	X	X
Weight lifted/force exerted		Up to 1/3 of time	1/3 or more of time
	Up to 10 lbs		X
	Up to 25 lbs		X
	Up to 50 lbs		X
	Up to 100 lbs	USE MECHANICAL HELP	
	More than 100 lbs	USE MECHANICAL HELP	

Mental and Emotional Requirements

- X** Handles multiple priorities
- X** Independent discretion/decision making
- X** Makes decisions under pressure
- X** Manages anger/fear/hostility effectively and professionally
- X** Manages stress appropriately
- X** Works alone effectively
- X** Works in close proximity to others and/or in a distracting environment
- X** Works with others effectively
- X** Maintains boundaries with customers, other staff members and families

Additional Comments: _____

Employee Signature

Date

Supervisor Signature

Date

Additional Management Signature

Date