



We build strength, stability, self-reliance *and* shelter.

CONSTRUCTION ASSISTANT JOB DESCRIPTION

The Construction Assistant for Habitat for Humanity of Frederick County will be supervised by the Site Supervisor and will work with volunteers and homeowners. The Construction Assistant position is a full-time position, requiring a minimum of 32 hours a week. Weekends may be required occasionally.

ROLE & RESPONSIBILITIES

- Monitor job sites and assist the Director of Construction throughout the workday.
- Encourage, inspire, and maintain morale among work crews.
- Ensure volunteer safety on the construction site.
- Ensure volunteers have a meaningful experience to encourage repeat volunteers.
- Demonstrate proper use of tools and work methods to volunteers.
- Deliver quality repair services while maintaining production and budget goals.
- Supervise and lead senior volunteer crew and new volunteers assisting with repairs.
- Plan work within the framework of organizational goals, priorities, and resources.
- Responsible for site preparation which includes inventory and quality of material delivered to site. Ensure the cleanup and procurement of all materials at the end of the day.
- Any other duties assigned by the Director of Construction.
- Attending weekly project meetings.

QUALIFICATIONS

- High school diploma or equivalent.
- Experience in new home construction and home improvements.
- Must be either a U.S. Citizen or Permanent Resident.
- Comfortable working on home building and construction sites.
- Must have excellent verbal and written communication skills.
- Comfortable with manual labor and physical tasks.
- Must possess valid driver's license, driver's insurance, and own transportation. Habitat trucks can be used as available to travel to work sites.



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SKILLS

- Working knowledge of Microsoft Office
- Knowledge, skill, and experience working with volunteers.
- Experience and skill in working with people of diverse backgrounds.
- Organized and efficient planning with attention to detail and follow through.
- Must be able to lift 50lbs.
- Ability to work with minimum supervision.

EXPERIENCE

- General knowledge of home improvements and new home construction.
- Ability to manage work from both office and field settings as part of a team to accomplish all repair projects in a timely and cost-efficient manner.
- Must be able to read and comprehend construction drawings.
- Knowledge of local building code and permitting inspection processes.
- Familiarity with OSHA standards.

**Commitment to promoting the mission and work of Habitat for Humanity*

Submit resume to paul.mose@frederickhabitat.org for consideration