

RIVER CITY HABITAT FOR HUMANITY – Assistant Construction Manager

PURPOSE OF THE POSITION: River City Habitat for Humanity is seeking a person to assist in the coordination of all aspects of Habitat’s construction program, especially the tornado recovery efforts in 2020.

REPORTS TO: Construction Manager and Executive Director

HOURS: No more than 80 hours per month

MINIMUM JOB REQUIREMENTS

- Experience in residential building construction
- Commitment to Habitat for Humanity’s housing ministry
- Able to manage and work on multiple project tasks and set appropriate priorities
- Ability to compassionately teach volunteers and families during the build
- Ability to relate to people of different faiths, races, and incomes
- Desire to be part of a team; exhibits teamwork in carrying out duties
- Supervise and work on construction site activities when assigned
- Ability to complete and maintain “Competent Person” safety training and adhere to OSHA and RCHFH safety standards. The initial training should be within 6 months of employment.
- Ability to lift and carry 50 lbs.
- Ability to climb and work at various work heights with appropriate safety equipment.
- Ability to use both hand and power construction tools

RESPONSIBILITIES AND DUTIES

Construction Supervision

- Assist with the tornado recovery build efforts throughout 2020 by assisting volunteers and staff with construction and repair efforts.
- Assist with post-closing follow up and punch list completion on sold homes
- Responsible for construction site supervision on assigned construction days throughout the month
- Responsible for jobsite safety when acting as a supervisor
- Communication with construction manager, office staff, building committee, site selection committee, Blitz Build Committee and Tuesday Crew
- Site Development as needed, when assigned
- Other duties as assigned

Volunteer Management

- Supervise and work on the Habitat construction site in a manner that achieves the goals and time lines set out in the construction schedule and adheres to the Safety Practices adopted by RCHFH.
- Coordinate with the Habitat Volunteer Coordinator to determine the number of volunteers participating on each work day.
- Lead a morning Welcome & Safety briefing with the volunteers to begin the work day.
- Ensure volunteers follow acceptable safety practices.
- Teach and lead by example of various construction activities throughout the work day
- Monitor “sign-in” activities as needed to ensure that forms are properly completed and the appropriate waivers and releases have been signed by all volunteers prior to beginning work.
- Assure correct recording of partner family sweat equity and sign the log sheets
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Please send your resume and cover letter to our Executive Director, Susan Cook-Williams at susan@rivercityhabitat.org or 1420 Creek Trail Drive, Jefferson City Missouri 65109

River City Habitat for Humanity provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, RCHFH complies with applicable state and local laws governing nondiscrimination in employment.