

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

Starting at \$18/hour based on experience

Benefits

- ✓ Health insurance - High deductible option paid 100% for employee only plus \$100 monthly HSA contributions = \$7,429.68/year
- ✓ Short- & long-term disability Habitat paid
- ✓ Life insurance 1x salary Habitat paid
- ✓ Voluntary dental, vision, supplemental life, EAP
- ✓ Retirement plan with match up to 5% after 1 year of service
- ✓ Paid holidays - 12 per year
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Happy Hour onsite
- ✓ Snacks & Coffee Bar
- ✓ Wellness initiatives
- ✓ Public Service Loan Forgiveness Eligible Employer

Classification

Nonexempt

Reports to

Director of Construction

Summary/Objective

The Construction & Facilities Assistant's primary objective is to oversee specific construction tasks and projects in the construction and repair of homes. This position will also assist the Procurement & Facilities Manager and Construction team in maintaining the construction fleet, HQ facility and supplementing inventory as needed for specific projects. This position will both manage projects independently and support and work with the Site Supervisor, Procurement & Facilities Manager, or Project Manager they are assigned to assist. The volunteer experience is vital to the function of the organization and therefore this position requires excellent verbal communication skills, a positive attitude and strong awareness of utilizing volunteers' time efficiently. The ability to teach construction tasks to unskilled volunteers, oversee the quality of their work, and make corrections as needed, is a portion of the day-to-day function of this position. This position will also continue to work onsite with other staff to ensure homes are complete through the final punch or in the warehouse. Safety is a top priority for the organization, it is imperative that this position always be aware of its surroundings, quick to respond in the event of an accident, and conscious of any unsafe conditions that may arise.

Essential Functions

1. Provide labor for construction and repair projects as necessary to assist in maintaining the build schedule.
2. Assist with scheduling, purchase orders, inventory tracking, invoice approvals, construction workflow and critical path planning, sub-contractor expectations and management.
3. Perform, monitor and delegate tasks to volunteers, homeowners and other team members as appropriate.
4. Always provide a safe and secure working environment – abiding by all Habitat for Humanity Greater Orlando & Osceola County, OSHA, and other safety standards – and ensuring reporting of onsite incidents is completed in a proper and timely manner.

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5. Maintain a well-organized trailer, warehouse, and jobsite at all times. Ensure the proper quantity and types of tools and personal protective equipment (PPE) required for the tasks are available the construction team and volunteers each day.
6. Assist in the maintenance of updated inventory of the warehouse, trailers and jobsites, at the direction of the Procurement & Facilities Manager.
7. Assist with emergency, routine and preventative maintenance for HQ, fleet and tools, as needed to support the Procurement & Facilities Manager.
8. Assist with warranty claims, as assigned.
9. Tracking completion of tasks and identifying potential issues using the daily log in construction management software to ensure construction projects are kept on schedule.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support.
3. Ability to solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Ability to perform all construction tasks related to residential new construction.

Supervisory Responsibility

This position will supervise volunteers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a Construction environment. While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris. This position requires the extended use of PPE including hard hats, masks, and harnesses.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to lift, use hands, reach with hands/arms, listen, and communicate. The employee must be capable to lift and/or move 50+ pounds on a regular daily basis, frequently required to stand and walk for long extended periods of time, climb or balance and stoop, kneel, crouch or crawl.

Position Type/Expected Hours of Work

This is a full-time, hourly position, and hours of and days are Monday through Friday and/or Tuesday through Saturday, 7:30 a.m. to 3:30 p.m. Overtime is limited and must be approved by supervisor prior to working outside of scheduled hours.

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Travel

Travel, if any, is primarily local during business hours and mileage is reimbursed a company vehicle may be used when available.

Required Education and Experience

Demonstrated technical skills in residential construction

Ability to multi-task to keep construction projects organized and on schedule

Understanding of residential construction practices in Florida

Working knowledge of OSHA safety requirements

Must possess a valid and Florida driver's license with clean driving record

Strong knowledge and carpentry skills in the quality construction of homes from foundation to final finishes is required

A desire to increase proficiency in a focus area Must obtain and maintain annually Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Must obtain and maintain annually First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

Must obtain and maintain Forklift operator certificate within first 90 days: training provided by Habitat

Must obtain and maintain annually OSHA Competent Person certificate within first 90 days: training provided by Habitat

Preferred Education and Experience

Framing & Carpentry experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all 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 national guard status, or any other status or characteristic protected by law.

8/2/2022

POSITION DESCRIPTION

Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.