



POSITION DESCRIPTION

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| Title: Construction Site Assistant | Employment Status: At-Will |
| Department: Construction | FLSA Status: Full Time Non-Exempt |
| Reports to: Construction Superintendent | Supervises: Volunteers |

MISSION:

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

GENERAL DESCRIPTION:

The Construction Site Assistant is responsible for leading volunteers in building residential structures from foundation through final construction (receipt of Certificate of Occupancy). This position reports to the Construction Superintendent.

CORE RESPONSIBILITIES ON SITE:

- Responsible for leading groups of volunteers in the construction of Pikes Peak Habitat for Humanity homes.
- Responsible for teaching all aspects of building skills from safety to clean up.
- Assist in the planning and preparation for daily activities on the construction site.
- Responsible for construction site safety.
- Assist with inventory of materials and tools to make sure we can accomplish all tasks necessary on our construction site.

KNOWLEDGE & SKILLS:

- Ability to balance leadership and management roles within a growing department. Self-starter and ability to work independently.
- Solid knowledge of residential construction and volunteer supervision.
- Successful leadership experience and ability to manage multiple projects simultaneously.
- Works as an effective and proactive team player. Collaboration, networking, and relationship-building skills.
- Able to identify, evaluate, problem solve and give direction regarding problem resolution for individual and department-wide issues. Position requires an ability to effectively manage conflict.
- Makes decisions and solves problems independently and effectively and take ownership of mistakes in a timely and professional manner. Ability to think and act decisively.
- Exceptional communication skills.

- Excellent interpersonal skills with diverse types of people.
- Positive, optimistic outlook that fosters an upbeat work environment.
- Ability to manage multiple projects simultaneously.

EDUCATION, EXPERIENCE:

- HS diploma or equivalent required, with significant residential construction supervisory experience. BA/BS preferred.
- One (1) or more years of direct on-site experience with increasing responsibility in an applicable setting.
- Knowledge of applicable residential building codes.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to work effectively in construction site environments.
- Ability to travel to and from meetings or appointments in locations and times when public transportation is unavailable.
- Ability to adequately traverse a residential construction job site; climbing, jumping, lifting, carrying (minimum 50 lbs.) or other similar activities as required.
- Ability to evaluate completed construction tasks/stages for their correctness.
- Ability to communicate assigned tasks or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles.

WORK ENVIRONMENT AND CONDITIONS:

- This is a full-time position Tues. - Sat. 8am-4:30pm.
- Exterior working environment during a variety of weather conditions.
- Ability to drive all construction vehicles as required and be insured.
- Able to drive in metro area to reach construction sites.

EQUAL EMPLOYMENT OPPORTUNITY:

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

COMPENSATION AND BENEFITS:

- The hiring range for this position is projected to \$16.00 - \$20.00 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
 - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

APPLICATION TIMELINE & INSTRUCTIONS:

- Position will remain open until filled
- Apply on our website at pikespeakhabitat.org/employment
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**