



JOB DESCRIPTION

Title: Construction Support Specialist	Employment Status: Full Time
Department: Construction Support	FLSA Status: Non-Exempt
Reports to: Construction Support Manager	Supervises: AmeriCorps, Volunteers, Interns

GENERAL DESCRIPTION:

In support of its mission, Habitat for Humanity of Metro Denver builds new homes, acquires, and renovates existing homes, and performs interior and exterior repairs/modifications to homes. The Construction Support Associate provides direct support to the construction staff performing this work.

The Construction Support Specialist will focus on process, documentation, safety and skills training, and technology enablement of the construction staff. The purpose will be to enable all construction staff to have the tools and training needed to operate in the most efficient and productive manner.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

- Maintain existing and create new process documentation and training for standard work practices and safety.
- Maintain existing and create new documentation, and coordinate processes, for on-boarding incoming construction staff, AmeriCorps, and Core Volunteers,
- Coordinate training of incoming construction staff, AmeriCorps and Core Volunteers on standard work practices and safety. Some examples include OSHA 30, First Aid, CPR, Procore, and Microsoft Project.
- Coordinate training of all construction staff, AmeriCorps and Core Volunteers on annual updates and refreshers of standard work practices and safety.
- Maintain documentation on required certifications and notify staff of renewals in a timely manner.
- Maintain existing and create new documentation, and coordinate training, on how Habitat utilizes Procore, Microsoft Project, Microsoft Office 365, and other IT-based tools.
- In coordination with construction staff, support job site hazard analysis and accident reporting. Lead regular construction safety committee meetings.
- Coordinate construction training activities involving AmeriCorps and Core Volunteers with the Volunteer Engagement team.
- Analyze manual processes and recommend/develop tools and processes that improve productivity.

KNOWLEDGE, SKILLS & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Excellent oral and written communication skills with ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of volunteers, contractors, suppliers, vendors, coworkers.
- Self-motivated and able to work independently with superior time management and organizational skills.
- Comfort navigating a dynamic, regularly changing landscape and success working in a similar environment.
- Excellent attention to detail.

- Working knowledge of residential construction standards and techniques is preferred, but not required.
- Good process management skills with the ability to effectively plan, prioritize, coordinate, delegate and manage workload to meet goals and deadlines.
- Ability to transform abstract ideas and information into printed/graphic documentation and presentation materials.
- Strong continuous improvement mindset.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred.

EDUCATION & EXPERIENCE:

- High School Diploma/GED required; College degree preferred.
- At least two (2) years of applicable work experience.
- Demonstrated experience successfully working with volunteers is strongly preferred.
- Strong computer proficiency including experience with MS Office Suite required; experience with contemporary project management and construction estimating systems preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse warehouse and construction sites; lifting /carrying a minimum of 25 lbs.; ability to speak, hear, bend, twist, reach or other similar activities as required
- Must have a valid driver's license
- A Motor Vehicle Report (MVR) will be run for insurance purposes
- Ability to earn certification and operate construction equipment (e.g. forklift, telehandler, skid steer)
- Ability to safely use residential construction power tools
- Ability to sit at a desk and computer for extended periods of time
- **Proof of COVID-19 vaccination required for employment**

WORK ENVIRONMENT & CONDITIONS:

- Various portions of the week spent in office, warehouse, woodworking and painting shops, and active residential construction settings.
- Warehouse, woodworking, and painting shops are prone to nominal woodworking and painting dust and fumes.

The pay range for this position is \$21.87 - \$27.11 with consideration given for applicable education and experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick, holidays, floating holidays; Healthy Families Workplace Act (HFWA) Leave; Parental Leave; and paid time to volunteer.

Send resume or work history and statement of interest to HRRecruiting@habitatmetrodenver.org for consideration.

At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws.

Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.