

JOB DESCRIPTION

Title: Journeyman Electrician	Employment Status: Full Time
Department: Construction Support	FLSA Status: Non-Exempt
Reports to: Construction Support Manager	Supervises: 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 Journeyman Electrician provides direct support to the construction staff performing this work.

The Journeyman Electrician will focus on rough and trim wiring for Habitat projects, manage electrical supplies needed to complete these projects, lead and train a crew of electrical volunteers, and coordinate their work with Habitat’s Construction Managers.

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:

- Provide electrical construction services for all HFHMD construction programs (new construction, ADU’s, home renovations, and home repairs).
- Establish and maintain electrical standards for HFHMD construction projects; consistent with affordable housing, code-compliant.
- Collaborate with Design Team to ensure that IFC electrical drawings are consistent with HFHMD standards, and can be constructed by HFHMD internal resources (staff and/or core volunteers), or that IFC documents are suitable for bidding and construction by appropriate electrical subcontractors.
- Coordinate with local electrical utilities to arrange service design and construction; manage all electric utility operations completed on behalf of the Affiliate.
- Obtain all required permits for electrical construction activities; unless said permits are to be obtained by a subcontractor.

- Manage material and supply acquisitions, including ordering, receiving, logistics, storage, and invoice administration.
- Reports progress and problems to management regularly and provides creative solutions.
- Maintains knowledge of and enforces company safety rules and procedures.
- Collaborate with construction staff to integrate and schedule electrical construction activities within the overall build schedule for each project; includes self-performed and subcontracted construction activities.
- For all subcontracted electrical work: solicit, receive and review bids; make subcontractor selections; execute subcontracts; coordinate subcontractor work within the overall build schedule in collaboration with project staff.
- To the extent practical, perform electrical construction activities using internal resources (staff and/or core volunteers).
 - Recruit, train and coordinate staff and core volunteer resources
 - Direct and supervise all activities performed by internal resources
 - Coordinate with Volunteer Services Team to schedule work crews as needed
- Schedule all electrical inspections for self-performed work; work with inspectors as needed to obtain approvals.
- Manage all warranty services related to electrical construction issues in a timely manner.

KNOWLEDGE, SKILLS & ABILITIES:

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Understand and apply blueprints and technical diagrams
- Understand and adhere to state and local building regulations
- 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.
- Experience with new construction and renovation of residential homes is preferred.
- Good process management skills with the ability to effectively plan, prioritize, coordinate, delegate and manage workload to meet goals and deadlines.
- Strong continuous improvement mindset.
- Experience working with, training and mentoring people from diverse racial, ethnic, and socioeconomic backgrounds is preferred.

EDUCATION & EXPERIENCE:

- High School Diploma/GED required; trade school or college is a plus.
- At least five (5) years of applicable work experience.
- Colorado Journeyman Electrician license, *or ability to obtain within first 3 months of employment.
- Demonstrated experience successfully working with volunteers is preferred.
- Strong computer proficiency including experience with MS Office Suite; experience with contemporary project management and construction estimating systems preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to adequately traverse a warehouse and construction site; lifting /carrying a minimum of 50 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 drive a forklift vehicle
- 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 \$50,000 (unlicensed*) / \$56,000 (licensed) - \$79,000 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.



Habitat for Humanity of Metro Denver is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin. Habitat for Humanity of Metro Denver upholds and abides by all Federal Fair Housing and Lending standards