



JOB DESCRIPTION

Title: Construction Logistics Associate	Employment Status: Part-time, temporary
Department: Construction Support	FLSA Status: Non-Exempt
Reports to: Construction Support Manager	Supervises: N/A

GENERAL DESCRIPTION:

The Construction Logistics Associate supports Habitat for Humanity of Metro Denver’s construction programs by picking up, transporting and delivering various construction materials, supplies and finished goods. This is a temporary, part-time position ending in July or August 2022. The position entails 16 hours a week with flexibility in days and hours between Tuesday – Saturday.

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:

- Transport materials, supplies and finished goods to and from locations throughout Habitat’s service area of Adams, Arapahoe, Denver, Douglas and Jefferson Counties.
- Operate a variety of equipment, including light trucks (pickups, vans and SUVs); light trucks towing trailers (flatbed, dump and enclosed cargo); medium trucks (box and flatbed trucks).
- Deliver and pick up loads from supplier and vendor warehouses and storage yards, Habitat’s Construction Warehouse and ReStores, and construction project sites.
- Secure materials appropriately, help load and unload, and supervise loading and unloading process.
- Conduct daily pre-drive equipment inspections and reporting.
- Assist with light vehicle maintenance and repairs and bring vehicles to and from service vendors when needed.
- Assist with general warehouse operations, including, but not limited to managing inventory, receiving materials, filling orders and warehouse upkeep.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent driving skills; must be comfortable using any of the above-cited equipment anywhere within the Habitat service area.
- Ability to efficiently navigate the Habitat service area using readily available GPS and/or cellular navigation tools.
- Ability to work effectively with others in a team environment.
- Ability to take initiative and work independently with minimal supervision.
- Ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of suppliers, vendors, staff and volunteers.
- A strong belief in Habitat’s mission and a desire to engage others in the organization’s work.

EDUCATION & EXPERIENCE:

- Diploma from an accredited trade school, high school or equivalent required.
- Prior experience towing trailers and/or driving a box truck preferred.
- Current lift truck certification or certification within 1 month of start; training and certification opportunities will be provided.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Must be 21 years of age or older.
- Valid driver's license and ability to be insured under the company's insurance policy; CDL is *not* required.
- Ability to adequately traverse a warehouse and residential construction site.
- Ability to climb and jump as needed to access trucks and trailers and to appropriately secure cargo.
- Ability to lift and carry up to 75 lbs.
- **Proof of COVID-19 vaccination is required for employment.**

WORK ENVIRONMENT & CONDITIONS:

- Most work will be loading, driving and unloading equipment and supplies.
- Maneuvering, navigating, and driving truck/trailer combinations up to 45 ft. in length and up to 26-ft box trucks.

The starting pay range for this position is \$18-\$20 per hour, with consideration given for applicable education and experience above the minimum requirements. There are no insurance benefits offered with this position.

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