



Volunteer Position Description

Assignment Title: Labor Compliance Specialist

Supervisor: Government Grants & Compliance Manager

General Description:

Habitat for Humanity of Metro Denver (HFHMD) builds and sells homes to hard-working people in need of decent and affordable housing. Habitat is currently building a large new housing development supported with Federal grant monies. This project requires compliance with Federal Labor Standards, including Davis-Bacon requirements.

The Labor Compliance Specialist is responsible for ensuring full compliance of HFHMD subcontractors (and any lower-tier subcontractors) with Davis-Bacon and Related Acts labor standards provisions applicable to this construction project.

Core Responsibilities:

- Create and maintain electronic and physical compliance files.
- Create and maintain a list of subcontractors working on the project.
- Collect, review and maintain:
 - Subcontractor Section 3, Minority- and Woman-owned, Local and Small Business Certifications
 - Subcontractor W-9s
 - Subcontractor Lists of Employees
 - Weekly Reports of Subcontractors on the Job Site
 - Subcontractor Payroll Officer certifications
 - Certified Payrolls from all Subcontractors on a weekly basis
 - Approvals or denials of Additional Trade Classifications and Wage Rates
- Provide Subcontractors with general Davis-Bacon compliance guidance.
- Provide technical assistance to Subcontractors for completion and/or correction of Certified Payrolls and other required forms and certifications, as above.
- Collect the necessary information and prepare submissions for Additional Trade Classifications and Wage Rates, as needed.
- Report to designated Habitat staff on the compliance status of each Subcontractor on a weekly basis.
- **Additional related tasks, as may be assigned.**

Knowledge, Skills, and Abilities:

- Strong knowledge of Davis-Bacon regulations and requirements
- Minimum of 2 years' of Davis-Bacon compliance experience
- Proficiency with Microsoft Office programs (Outlook, Excel, Word, Adobe)
- Proficiency at copying, scanning and faxing
- Excellent written and verbal communication skills
- Strong follow-through and organizational skills
- Bi-lingual English/Spanish preferred

Physical Requirements:

- Most work is performed at a desk in an office setting.
- Must be able to work at a computer and speak on the phone for extended periods of time.

Hours and Duration:

This is a Part-Time VOLUNTEER position that will last the duration of the construction project, estimated at 9 months remaining.

Weekly hour requirements are estimated between 8-12 hours, to be conducted within a standard work week (Monday – Friday, 8:00 am to 5:00 pm). Schedule is very flexible, and it may be possible to perform some work remotely.