



Home Repair/Construction Assistant

Responsible for preparing the building or home repair site and supervising the building or repairing of Habitat Choptank homes and rehabs that are being built by volunteers or through the use of private contractors and/or with modular components.

Responsibility and Authority:

- ✓ Maintain clean and safe work environment and manage issues of jobsite safety and security, for people and equipment.
- ✓ Provide material lists for projects and submit them to the supervisor for their review.
- ✓ Participate in project work along with volunteers including: layout, framing, installing cabinets, trim, windows, doors, siding, soffits, flooring, and other construction duties, as needed.
- ✓ When required to work on home repair projects, share Scopes of Work performed by the Critical Home Repair Manager with volunteers and contractors, identifying potential health and safety hazards, and documenting in writing as well as with photos.
- ✓ Review building plans and specifications in order to be familiar with the steps to be taken to repair/construct homes with good quality, at the lowest cost, and for the shortest time possible.
- ✓ Inventory the delivery of all material, checking against purchase orders.
- ✓ Ensure material inventory meets scope of work needs and if not, contact the Critical Home Repair Manager so additional materials can be ordered.
- ✓ Work as part of a team to verify plans, estimates, construction sheets, and report discrepancies to the Construction Project Manager for new construction projects and the Critical Home Repair Manager for repair projects.
- ✓ Conduct follow-up visits with the Critical Home Repair Manager or Construction Project Manager to ensure the quality of workmanship performed.
- ✓ Participate in providing, at least 2xs per year, a home safety, maintenance and repair education course for clients and their family members.

REQUIREMENTS

- ✓ Valid Driver's License.
- ✓ A minimum of one to three years of experience in construction, construction management or training in a vocational/technical school.
- ✓ Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in Dorchester and Talbot counties.
- ✓ Self-motivated individual with the ability to function independently and as a team member.

- ✓ Excellent organizational skills, ability to multi-task when faced with competing deadlines and priorities with timely and consistent attention to detail and follow up.
- ✓ Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

PHYSICAL DEMANDS

This individual is expected to be able to lift a minimum of 50 pounds regularly and up to 75 pounds occasionally. Position also requires working on a ladder and scaffolding, frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extreme weather conditions (e.g. heat, cold, wind, rain).

CERTIFICATE, LICENSES AND REGISTRATIONS

Drivers' license and clean driving record. Competent Safety Person Certificate and CPR/AED training must be obtained within 60 days of employment. Required Lockton Safety Videos must be taken either prior to date of hire or within 30 days of employment. These on-line trainings, which Habitat will provide, include:

- ✓ Back Safety
- ✓ Fall Safety
- ✓ Preventing Slips, Trips and Falls
- ✓ Ladder Safety

HOURS/BENEFITS

Hours: Monday through Friday 8:30am – 5pm with occasional Saturdays.

Compensation: TBD

Benefits: Paid Time Off, Health/Vision/Dental

ABOUT HABITAT CHOPTANK

Since 1992, Habitat Choptank has made homeownership possible for over 110 families and has completed critical health and safety repairs in partnership with over 300 qualifying homeowners in Dorchester and Talbot Counties. By building and rehabbing homes, Habitat Choptank helps families achieve better health, financial freedom, independence, stability, and security. Visit habitatchoptank.org for more information.