



## POSITION DESCRIPTION

**TITLE:** Construction Coordinator  
**DEPARTMENTS:** Program  
**EFFECTIVE DATE:** Immediate  
**TERMS OF EMPLOYMENT:** Full-time, non-exempt

**JOB SUMMARY:** The Construction Coordinator, in cooperation with the Director and Assistant Director of Construction, is responsible in assisting with the day to day operations on Habitat NOVA's construction site.

**This position is supervised by:** Director of Construction

### ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

In cooperation with the Director of Construction and the Assistant Director of Construction, the Construction Coordinator shall assist in the coordination of construction activities including, but not limited to:

1. Preparing for build days, ensuring required materials, supplies and tools are on-site, and that all tools are in good working condition
2. Leading crews of skilled and unskilled volunteers on build days, while ensuring the quality control of the work performed by volunteer labor
3. Implementation of EarthCraft House Program and associated documentation
4. Maintaining a safe and clean job site
5. Soliciting in-kind, pro-bono and better priced supplies, equipment, tools and services from suppliers and subcontractors
6. Scheduling in-kind construction donations and delivery
7. Overseeing the maintenance of the tool room, tools and tool inventory
8. Maintaining a well equipped construction vehicle stocked with tools and supplies
9. Maintaining at all times proper on-site safety procedures, and in the case of accidents on site, ensuring that all medical and insurance procedures are strictly enforced
10. Work to ensure that volunteers are used effectively and that the volunteer experience is a positive one
11. Other duties as assigned

## **POSITION SPECIFICATIONS:**

### **Unique Knowledge & Skills**

- Knowledge of, understanding of, and experience in construction and construction materials and tools
- Knowledge of and willing to learn standard building codes, OSHA safety standards, local government jurisdiction policies and procedures for permitting, zoning, performance bonds, and inspections
- Experience with supervising subcontractors
- Ability to relate to, and work with volunteers and families of diverse races, faiths, income and skill levels
- Strong, effective, oral communication skills
- Strong organizational skills

### **Minimum Education and Experience**

- You MUST have a minimum of two years' experience in residential construction crew supervision
- You MUST have a driver's license and ability to drive construction vehicles
- You MUST be able to meet our vehicle insurance requirements
- A High School diploma is mandatory, and a college degree preferable
- Basic computer skills, i.e., word processing, spreadsheet software, e-mail, and the ability and willingness to learn new software as needed
- Previous Habitat construction experience preferable but not mandatory

## **WORKING CONDITIONS:**

1. Indoors in air-conditioned/heated office, outdoors/indoors on-location for various activities; conditions may include:
  - a. Exposure to extreme temperatures
  - b. Loud noises
  - c. Other various adverse working conditions associated with outdoor work
2. Equipment Use:
  - a. Includes use of PC, laser printer, copy machine, fax machine, and telephone
  - b. Includes use of company vehicles, construction tools and equipment;
3. Work Hours:
  - a. Position requires working 40 hours per week and will include Saturdays
  - b. Position requires occasional evening and weekend meetings

## **MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:**

The mental, physical and communication demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical Demands: Strenuous activity requiring ability to sit, walk, stand, carry, push, pull, lift 50 lbs., climb, and bend

2. Requires patience and tact when working with difficult, emotional or angry people
3. Requires ability to work on ladders and heights of up to two stories
4. Requires ability to work in team environment
5. Requires intense attention to detail
4. Indoors in air-conditioned/heated office, outdoors/indoors on-location for various activities; conditions may include:
  - a. Exposure to extreme temperatures and loud noises
  - b. Other various adverse working conditions associated with outdoor work
  - c. Includes use of PC, laser printer, copy machine, fax machine, and telephone
  - d. Includes use of company vehicles, construction tools and equipment;
6. Position requires working 40 hours per week and will include Saturdays
7. Position requires occasional evening and weekend meetings

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.