



**POSITION DESCRIPTION**  
[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> Assistant Construction Supervisor – Home Preservation	<b>Employment Status:</b> Full-Time; Tuesday - Saturday
<b>Department:</b> Home Preservation	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Project Manager	<b>Supervises:</b> Volunteers

March 2023

**Purpose Driven Team - Entry Level Opportunity - Work / Life Balance - Supportive Culture**

**Who You Are:**

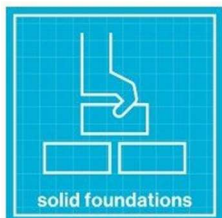
You’re someone who people can rely on and you’re always there when they need a helping hand. You like variety in your work and enjoy a unique challenge every day. You love working with your hands and stepping back to admire a job well done. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment on how you’re organized, a quick learner, and open to new things. You know in your heart it’s time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

**Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

**How We Succeed Together:**

Habitat Metro Denver’s **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### **GENERAL DESCRIPTION:**

This position supports Construction Supervisors in the field with daily responsibilities. The Assistant Construction Supervisor (ACS) will be trained in construction skills, site management, task management, volunteer management, and homeowner interaction. The ability to work effectively with a diverse group of individuals is required. You will interact with AmeriCorps members, volunteers, Habitat homeowners/homebuyers, city inspectors, and subcontractors. You will be working with volunteer crews of various ages and skill sets, while learning all the details of a construction project: project assessment, scheduling, material planning, sub-contractor management, and construction. The ACS will support the various Home Preservation programs including Home Repair, Renovation and Aging in Place.

*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:**

##### **Teamwork and Construction**

- Acts as an on-site ambassador for the mission of Habitat Metro Denver and demonstrates values and behaviors aligned with our Cultural Blueprint.
- Works shoulder to shoulder with volunteers on the worksite and ensures that they have a consistently positive experience.
- Works in partnership with the homeowners to ensure a meaningful jobsite experience.
- Assists in the interior demolition of kitchens, bathrooms, walls, flooring, and ceiling.
- Assists in the exterior demolition of siding, doors, windows, trim, wood structures, and other.
- Assists in tasks related to carpentry, drywall, finish trim, cabinet installation, framing out new walls and building structures.
- Strong communication and attention to detail.
- Must be eager to learn construction best practices and procedures.
- Drive company vehicles to pick up and deliver materials & load/unload materials as needed.
- This is a hands-on position building 5 days a week.

##### **Safety**

- Role model and effectively communicate to volunteers and contractors that safety is the first priority on the construction site.
- Help ensure that everyone on our job sites consistently adheres to all established safety policies and

procedures.

- Inspects tools daily for broken or frayed cords, guard presence, condition of blades, all prongs present and tools have not been altered in any way outside of manufacturer specifications.
- Attend required safety trainings.
- Report all accidents/near misses to the Construction Supervisor.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Some general knowledge of construction, but more importantly, the willingness to continuously learn more.
- Bi-lingual, English – Spanish, highly desirable.
- Proven ability to work in a fast pace, constantly evolving environment.
- Ability to identify and help solve problems efficiently.
- Outstanding communication and interpersonal skills necessary to communicate clearly and professionally with homeowners, volunteers, contractors, suppliers and coworkers.
- Organized construction training and/or education is helpful.
- Habitat for Humanity or other similar experience is preferred but not required.

#### **WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to adequately traverse a residential construction job site (i.e. climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Ability to safely use residential construction power tools.
- Ability to safely operate a construction vehicle (pickup truck or similar).
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to work in exterior environment during a variety of weather conditions.
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

#### **COMPENSATION AND BENEFITS:**

**The Starting Pay Range** is \$18.00 - \$20.00 / hr. with consideration given for applicable 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.

Please send resume or work history and cover letter or statement explaining your interest in the position to [HRRecruiting@habitatmetrodenver.org](mailto: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.*