

Job Description:
Residential Construction Project Associate

The mission of Habitat for Humanity of Greater Pittsburgh is to bring people together to build homes, communities, and hope through homeownership and home repair services. Habitat Pittsburgh is seeking a Residential Construction Project Associate to support this mission by assisting the construction site supervisors in overseeing the construction activities that take place on assigned sites including the oversight of volunteers on assigned sites.

Essential functions of the position are as follows:

Construction Activities

- Be a skilled worker in the area of construction, brick laying, carpentry, dry walling and other basic home building skills
- Perform construction activities side by side with both experienced and inexperienced volunteers, while teaching, directing and observing that the task gets accomplished properly.
- Assist in developing plans and specifications
- Develop good working relationships with subcontractors
- Responsible for breaking down daily construction goals into manageable tasks that can be easily assigned to individuals and groups. Direct workers to new tasks as they complete previous tasks.
- Carefully evaluate and communicate any necessary changes to project Work Plans for approval by immediate supervisor
- Continuously work on developing skills by learning new techniques, reading information such as the HFHGP Construction Manual and local building codes, studying blueprints, watching training videos.
- Ensure the team is meeting all standards related to agreed upon green building and energy efficiency practices and other building programs in which the affiliate may be involved
- Monitor site recycling, material reuse, and material storage activities
- Enforce safety policy and OSHA safety standards on site
- Provide exceptional volunteer experiences and ensure proper training and instruction on Habitat's construction practices and safety procedures are given to all volunteers on assigned sites. Patiently instruct unskilled volunteers

Communication

- Form a clear understanding with supervisors, volunteers and through observation, in order to complete daily assignments and assure the project flow stays constant, and with minimal mistakes.

- Openly communicate with supervisors and volunteers in a way that creates a productive team environment.
- Quickly communicate concerns, especially when they present the risk of damage or danger. Know emergency procedures as written within HFHGP Emergency Manual and communicate them regularly.
- Attend monthly full staff meetings and construction staff meetings weekly
- Have the ability to remove yourself from outside communication. Personal cellphone use along with headphones, non-volunteer persons on site, and in some cases, radios and music are prohibited during working hours.

Administrative

- Secure bid proposals
- Work with City and County departments in securing Building Permits
- Complete and turn in timesheets in a timely manner
- Properly code invoices and sales slips for purchased materials and all other construction related expenses in a timely manner
- Communicate all potential in-kind donations to administrative staff

Qualifications and Skills:

- A. Support of Habitat for Humanity's Mission
- B. **Knowledge, Skills, and Abilities:**
 - a. Detailed knowledge of techniques and principles of residential construction
 - b. Knowledge and understanding of local and state building codes
 - c. Skill in using machines, equipment, and specialized tools used while performing work
 - d. Attention to construction safety, detail and overall quality control
 - e. Project management and organizational skills
 - f. Well-developed analytical and decision-making skills
 - g. Ability to work independently
 - h. Strong interpersonal skills, dealing well with a variety of people, personalities and backgrounds
 - i. Basic computer skills
- C. **Education:**
 - a. High school diploma or GED is required. Formal education/training in construction related trades is preferred
- D. **Experience:**
 - a. Minimum of 2 years' experience in residential construction, experience with repairs and rehabs preferred
 - b. Experience managing volunteer-run construction programs preferred
- E. **Certificates/Licenses Required:**
 - a. Must maintain a valid driver's license



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- b. American Red Cross first aid, safety, & CPR certifications
- c. Attend OSHA Competent Person training (through Habitat International)
- d. Background check required

Pay Rate & Hours:

Pay Range: \$20.00 per hour

Category: Non-exempt, hourly

Physical Requirements:

The physical requirements 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is frequently required to stand, walk, stoop, kneel, crouch, and crawl.

The employee must also endure weather and site obstructions.

The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those the employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The noise level in the work environment is usually moderate to loud.

Working around dust, dirt, bugs, rodents, unpleasant odors, and unpleasant tasks themselves are often a part of the work environment.

To Apply:

Qualified candidates should e-mail a resume and cover letter to
employment@pittsburghhabitat.org.