

**HENDERSON COUNTY HABITAT FOR HUMANITY**  
**HENDERSONVILLE, NORTH CAROLINA**

**JOB DESCRIPTION**

**1. Organization Position**

Construction Associate

**2. Knowledge, Skills and Abilities Required**

- a. Have experience in the building trades and possess a solid working knowledge of all facets of construction
- b. Have an ability to work well with both skilled and unskilled labor
- c. Able to speak publicly to groups of workers and volunteers
- d. Have good people skills and relate well to people in business, trades, government, the faith community, and the local community
- e. Basic competence in the use of Word and Excel

**3. Supervision Received**

The Construction Associate will report and be accountable to the Site Supervisor.

**4. Hours of Duty**

Tuesday through Saturday, 7:30 a.m. to 4:00 p.m. Eastern Time or as needed based on work flow and volunteer scheduling, with a minimum of 40 hours per week. This is a non-exempt position that does qualify for overtime compensation.

**5. Duties and Responsibilities**

Because of the importance of ensuring that Habitat's construction process and all the activities that support Habitat's construction process continue without interruption, the Construction Associate will essentially serve in two capacities: primarily as the Construction Associate, and, when needed, as back up to Site Supervisor. As such, the Construction Associate will learn this job function in addition to his/her own and be prepared to fill this role when there is a vacancy due to vacation, illness, or other reason. The Construction Associate should possess a minimum of two years of field supervision experience or its equivalent.

The primary duties and responsibilities of the Construction Associate are as follows:

- a) Supervise the actual construction process for homes built by the affiliate, including all activities required in obtaining inspections and management of materials.
- b) Attain and maintain a status as a Competent Person. Assist Site Supervisor in overseeing all safety issues associated with the affiliate, including the responsibility to maintain knowledge of the Affiliate Safety Manual and diligently enforce its rules.
- c) Teach volunteers who assist in building: Train all volunteers to safely perform construction tasks as necessary and ensure on-site safety of all personnel, both staff and volunteer, and display patience with all volunteers.
- d) Interact with sub-contractors, volunteers, future homeowners, assisting in developing and maintaining schedules, and arranging inspections.
- e) Work with daily volunteer crews and outside group volunteers (when applicable), assigning tasks and teaching skills to perform assignments, as required.
- f) Work with future Homeowners (when applicable), assigning tasks and teaching skills to perform assignment, as required.
- g) Review construction schedules on a daily basis and be aware of issues and progress on all building sites so as to be able to troubleshoot and avoid problems that might arise.
- h) Use the Integrated Homebuilder's Management System (IHMS) to help monitor construction status and to ensure that construction progress is in alignment with individual house construction plans and timelines.
- i) Work with the Construction Superintendent for safekeeping of construction materials and items related to construction activities and their appropriate storage in order to minimize losses and/or damage.
- j) Work with the Site Supervisor to insure tools are maintained in safe and usable conditions for construction. Teach crew members proper and safe use of tools required to accomplish various construction activities.
- k) Maintain accurate records regarding sweat equity hours when supervising future Homeowners performing sweat equity and hours donated by outside volunteer groups. Submit weekly recap to the Site Supervisor and Construction Superintendent.
- l) Work with Site Supervisor and Construction Superintendent to coordinate and facilitate blitz build days.
- m) Work with the Site Supervisor and Volunteer Coordinator in interfacing with non-Habitat volunteer groups performing occasional tasks for Habitat.

- n) Assist the Site Supervisor and Construction Services in managing our inventory control system related to inventory being added or used for construction.
- o) Assist the Site Supervisor and Construction Services to ensure that all materials and tools needed are onsite for each days activities.
- p) Monitor and ensure construction quality.
- q) Monitor and ensure construction site cleanliness and orderliness.
- r) Undertake other tasks and duties as the need arises.