

Experienced in residential home construction and repair?

A heart for mission-oriented work and public service?

Apply to be the Palouse Habitat for Humanity's Assistant Construction Supervisor today!

Palouse Habitat for Humanity Mission: Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, community and hope.

Position Summary. Provide safe, affordable housing to those in need around the Palouse. This position oversees the Palouse Habitat Home Repair program, which offers exterior accessibility improvements (ramps, steps, handrails, etc) to low- and very low-income residents of Latah and Whitman County. It also assists in the construction of single-family homes as part of the Palouse Habitat for Humanity Home Build Team.

Duties and Responsibilities:

- 1) Promote the mission of Palouse Habitat for Humanity (PHFH).
- 2) Oversee the Home Repair Program.
 - a) Vet home repair requests.
 - b) Schedule Home Repair projects.
 - c) Ensure materials are secured and on site as needed to complete each project.
 - d) Conduct volunteer orientation and safety briefing. Help ensure a quality volunteer experience.
 - e) Provide transportation for volunteers to the Home Repair site using Habitat vehicles.
- 3) Assist construction of single-family homes as member of Home Build Team.
 - a) Ensure the build team has the tools and materials needed each workday. Arrange for deliveries to build site and be on location as needed to receive materials.
 - b) Supervise the build site when the Construction Supervisor is not present.
 - c) Assist with volunteer orientation and safety briefing. Help ensure a quality volunteer experience.
 - d) Help develop build schedule, plans and specifications.
 - e) Schedule inspections and meet inspectors on site.
 - f) Help with the development of the home build budget.
 - g) Evaluate donated materials for potential use in the build.
 - h) Work with partner families on call backs, warranty issues and maintenance advice.
 - i) Maintain tools and equipment inventory.
 - j) Monitor site recycling, material reuse and material storage.
- 4) Administrative Responsibilities:

- a) Along with volunteer coordinator and construction leadership team, prepare and publish weekly email with construction report and upcoming work schedule.
- b) Work closely with the Volunteer Coordinator to ensure adequate volunteers on Home Repair and Home Build site.
- c) Attend Construction Leadership meetings and PHFH strategic planning meetings.
- d) Ensure paperwork and receipts are turned in on time.
- e) Help photograph and summarize narrative story for PHFH home repair and build site activities to help share Habitat accomplishments.

Required Skills and Characteristics:

- 1) Experience in residential home construction.
- 2) High standards of personal and professional integrity and accountability.
- 3) Strong interpersonal, written and verbal communication skills. Ability to work well within a group or individually and contribute to a dynamic and fun team environment.
- 4) Experience with the tools, equipment and practices involved in home construction and repair.
- 5) Knowledge of building code and construction practices in Idaho and Washington.
- 6) Comfortable with computers and internet, able to communicate by email, text and phone. . Able to maintain records using Office 365 Suite and an online database.
- 7) Ability to work in a construction setting: lifting, digging, climbing, bending, working at height, etc.
- 8) Ability to drive distances within Whitman and Latah County.
- 9) Willingness to complete OSHA Competent Person training and other certifications as required by HFHI and PHFH.
- 10) Comfortable with the math skills related to construction.
- 11) High School Diploma or equivalent.
- 12) Valid driver's license with clean driving record.
- 13) Pass a background check.

Preferred Skills:

- 1) Familiarity with nonprofit organizations or similar mission-related work.
- 2) Previous experience volunteering or supervising volunteers.

Position:

- 1) Pay: \$20-\$23/hour depending on experience, plus a \$400/month stipend to be used at the employees discretion, ideally for health insurance or retirement.
- 2) Hours: This is a full-time position 40 hours per week.
- 3) A workstation is available at the Habitat office, but work can be completed remotely as agreed with supervisor.

- 4) Reports to: Construction Supervisor and works in conjunction with the office support team and build volunteers.
- 5) Support: A Habitat construction truck and cell phone are provided for the construction team for work-related use.
- 6) Vacation: Five federal holidays, one week at Thanksgiving and two weeks at Christmas; Vacation and sick leave accrue based on length of service.
- 7) Open until filled.

Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, protected veteran status or any other status protected by law.

Palouse Habitat for Humanity is a drug-free workplace.

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