



## **JOB DESCRIPTION**

### **Construction Assistant – Full or Part time**

#### **POSITION DESCRIPTION:**

The person in this position assists the Construction Supervisor in completing on site construction projects including new home, rehab and exterior repair. This includes supervising volunteers, assisting with preparing and completing new home, interior and exterior repair projects.

#### **JOB DUTIES:**

1. Supervise and work alongside volunteers according to affiliate policies.
2. New Home Construction
  - a. Provide hands-on supervision of volunteers.
  - b. Complete construction tasks as assigned by Construction Supervisor.
  - c. Ensure jobsites are maintained in a clean, safe and professional manner.
3. Home Repair projects
  - a. Assist Construction Supervisor in completing projects.
  - b. Complete construction tasks as assigned by Construction Supervisor.
  - c. Ensure jobsites are maintained in a clean, safe and professional manner.
4. Meetings & Events
  - a. Attend scheduled staff retreats and events as assigned.

#### **SUMMARY OF JOB QUALIFICATIONS:**

- High School degree or higher.
- Minimum of 1 year of experience in construction.
- Familiarity with construction materials.
- Strong oral and written communication skills.
- Flexibility in work habits and work schedule.
- Knowledgeable in Microsoft Office including Word, Excel and Outlook.
- Valid driver's license.

This position requires local travel in the normal course of performing job duties.

Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

#### **REPORTING RELATIONSHIPS**

The Construction Assistant reports to the Construction Supervisor(s), and responds to requests from other staff. This person works in a team atmosphere of mutual respect and cooperation.

610 E. Omaha Street, Rapid City, SD 57701

Phone: (605) 348-9196 Fax: (605) 721-6949 [www.blackhillshabitat.org](http://www.blackhillshabitat.org)