

Assistant Construction Leader

Posted 11/06/2023



Habitat for Humanity[®]

of San Antonio & Guadalupe Valley

Assistant Construction Leader needed for Habitat for Humanity of San Antonio and Guadalupe Valley, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good coordinating and program implementation skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families, so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer paid vacation, paid sick leave, a great retirement plan with a generous employer match, employer paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Qualifications:

- 6+ years' experience building single family homes, or a construction management or related degree with 3+ years of experience. Experienced subcontractor manager.
- Extensive knowledge of San Antonio residential building code and city permitting and inspection process.
- Ability to oversee multiple projects at one time and effectively multi-task to meet deadlines with minimal supervision.
- Team oriented with excellent people skills and ability to work well with a wide range of people.
- Strong written and oral communications skills.
- Willing to teach others basic residential construction techniques.
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and managing expenses and activities within budget;
- Proficient computer skills with independent operation and utilization of Microsoft Office software programs including Word, Excel, and Outlook, knowledge of and user abilities with AutoCAD a plus.
- Must be Goal oriented and have a positive attitude with a good sense of humor.
- Must have and maintain a good driving record and a valid Texas driver's license.
- Must have strong physical and mental capabilities including the ability to load and unload, lift and carry 50 lbs. or more, must be able to stand, walk, squat, climb stairs and ladders, and be on your feet for extended periods of the day each and every day. Must have good manual dexterity with fine motor control of both hands and fingers along with other physical and mental abilities that are needed to effectively manage, oversee, and traverse a large scale construction site.

The essential functions of the position are:

- Supports the management team's goals, objectives, decisions, etc.
- Ensures strict personal and departmental adherence to Habitat policies, procedures, and internal controls.
- Demonstrates business-like social skills by accepting criticism constructively and controlling emotions in high stress or negative situations. Resolves minor site issues with staff, contractors, sponsors, volunteers, and neighbors within Habitat policies and procedures in a positive manner.
- Pro-actively solves problems. Demonstrates effective reasoning ability of sufficient sophistication to quickly analyze situations and understand what is wrong, or anticipate what is likely to go wrong then uses available information to develop potential solutions to a problem and chooses the best of those possible solutions.

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- Assists in overseeing all building site construction activities from site preparation and permit receipt through house completion including staffing, workplace safety, volunteer assignments, subcontractor scheduling and performance verification, as well as overall construction quality control.
- Coordinates and tracks all construction services and equipment rental timing, usage, and location including but not limited to mobile mini units, port-a-lets, dumpsters, rental equipment, temporary poles, etc.
- Supervises and trains volunteers including weekday crews on house construction techniques and safety protocols related to each day's activities
- Ensures all house building activities are done in strict adherence to approved house plans, build manuals, build schedule, written contracts, and safety protocols.
- Keeps the Assistant Manager of Construction and VP of Construction informed of all site issues. Reports any issues in a timely manner.
- Keeps the Assistant Manager of Construction and VP of Construction informed on all performance matters regarding employees and subcontractors.
- Assists in ensuring necessary tools and materials are transported and securely stored and retained on site. Ensures accurate tracking of construction inventory received and used. Ensures compliance of grant requirements when applicable.
- Promptly completes Event Reports and addresses discrepancies as necessary while striving to reduce material waste and loss. Analyzes worker or production problems and recommends solutions for lowering costs.
- Conducts home buyer walk-throughs and addresses punch list items in a timely manner. Resolves warranty issues in a timely manner.
- Performs other duties as assigned.

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: ACL

- By email with "Assistant Construction Leader" in the subject line to jobs@HabitatSA.org