



Construction Operations Assistant needed for Habitat for Humanity of San Antonio, 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 project management 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 a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, 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:

- 1 – 3 years of construction administration experience.- Preferred
- Degree in Construction Science & Management preferred but not required.
- Proficient in Microsoft Outlook, Excel, and Word. Experience with project management software is preferred.
- Ability to work on multiple projects and tasks at one time.
- Ability to work under pressure and meet deadlines.
- Strong oral and written communications skills.
- Strong organizational & time management skills.
- Must have and maintain a clear criminal background.
- Must have and maintain a good driving record and a valid Texas driver's license.

Responsibilities:

- Support HFHSA ideals and mission through support of the management team's goals, objectives, and decisions. Communicate them in a positive manner. Communicate them to others in a positive manner.
- Keep the AVP of Construction apprised of all significant issues and all matters requiring organizational attention.
- Ensure strict adherence to HFHSA policies, procedures, and internal controls.
- Issue subcontractor contracts and process vendor & subcontractor billings.
- Ensure all required vendor paperwork is fully and accurately completed.
- Handle construction office phone calls and distributes to appropriate party.
- Coordinate home warranty program.
- Perform administrative functions for construction department, including but not limited to, correspondence, mailings, word processing, faxing, copying, filing etc. as needed.
- Place orders for utility (hook-ups) and construction site services.
- Maintain the official construction services bid files.
- Updates all construction training materials and assembles build manuals for house leaders, homeowners and sponsors as needed.

Construction Operations Assistant

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- Retrieve mail from front office and distribute to construction staff, maintaining strict confidentiality.
- Maintain construction office supplies and equipment.
- Prepare reports for management as needed or requested.
- Work closely with the Project Manager to produce build schedules for homes and review with staff and subcontractors.
- Assist in maintaining the overall build schedule report (and individual project status reports).
- Gather construction, land, family, sponsor, volunteer, & staffing info needed to keep the build schedule report updated.
- Attend weekly construction and other staff meetings.
- Prepare building permit applications and construction plans for submittal to the City of San Antonio & Seguin
- Act as construction department liaison for City, CPS and SAWS permitting, inspections, and services.
- Coordinate and track all construction services and equipment rental timing, usage, and location including but not limited to mobile mini units, port-a-lets, dumpsters, fork lift rental, TML (Temporary Meter Loops), etc.
- Compiles and verifies house completion reports and all attachments and submits on a timely basis.
- Maintains house construction files and verifies information with the AVP of Construction.
- Helps with staff development and recognition events.
- Act as back-up for other front office staff.

Physical Abilities Required:

- This position will work on a variety of projects and activities. Candidate must have strong physical and mental capabilities that are needed to effectively function in both an office and field environment.
- Be able to lift and carry a minimum of 25lbs.
- Requires listening to and understanding information and ideas presented through verbal communication.
- Must be able to read and understand information and ideas presented in writing.
- Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during the work time.
- Work on special projects and perform other duties as assigned.

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

- By email with “**Construction Operations Assistant**” in the subject line to jobs@HabitatSA.org