



Construction Assistant

Purpose of Position: To provide support to the construction activities of Macon Milledgeville Regional Habitat for Humanity. As a Neighborhood Revitalization affiliate, MMRHFH's construction program includes primarily new construction, but also periodic rehabilitation/repairs of foreclosed and recycled units and critical home repairs and weatherization interventions to owner-occupied structures. Additional affiliate construction activities include demolition and deconstruction. This support will be concentrated on Tuesdays through Saturdays.

Goals

Working under the supervision and guidance of the Construction Manager, the Construction Assistant will help:

1. Ensure the quality construction and cost-effectiveness of all Macon Milledgeville Regional Habitat for Humanity homes.
2. Provide appropriate leadership and delegation to all construction volunteers and subcontractors.
3. Act as a responsible representative of Macon Milledgeville Regional Habitat for Humanity to the community, volunteers, donors, partner families, Habitat for Humanity International, and home applicants.

Responsibilities

1. Assist the Construction Manager to plan tasks for volunteer workdays during the week and for Saturdays.
2. With guidance from the Construction Manager, to provide appropriate leadership and guidance to volunteers and crew leaders on Saturdays or other workdays.
3. Ensure that the materials ordered by the Construction Manager for Saturdays are delivered and secured on Fridays.
4. Arrive at the worksite at least a half-hour before volunteers are expected on Saturday mornings and/or other workdays to ensure that materials and tools are available for volunteers to use.
5. Ensure that the site is neatly packed up at the end of the workday.
6. Be familiar with all processes and steps necessary to complete all construction projects to plan.
7. Help identify and procure the appropriate materials needed for each project, ensuring that adequate materials are available when needed.
8. Supervise volunteers and contractors on the worksite.
9. Work with the Executive Director and Construction Manager to actively seek and secure in-kind donations of building materials to be used in MMRHFH houses.
10. Follow all safety regulations and seek immediate medical care when needed.
11. Work with crew leaders and house captains on safety policies, volunteer management, and technical support.
12. Stay abreast of current construction standards and local codes.
13. Perform other construction- and site development-related duties as assigned by the Construction Manager.

Qualifications

- Commitment to the philosophy of Macon Milledgeville Regional Habitat for Humanity and enthusiasm for the mission
 - Familiarity with the residential construction process.
 - Experience working with volunteers of different skills is a plus.
 - High school diploma or equivalent
 - Strong organizational and communication skills
 - Dependability and integrity
 - Ability to work well and communicate effectively with individuals from diverse backgrounds
 - Preference is given to individuals with construction experience, knowledge of Habitat for Humanity, and a history of volunteerism
- Individuals interested in applying should submit their resumes to ihall@maconhabitat.org or stop by the Habitat office at 690 Holt Avenue to fill out an application.