
Job Announcement

Posted: May 16, 2019
To be filled by: June 25

Self-Help Homes is a non-profit charitable organization in the State of Utah. Our mission is to provide quality affordable housing opportunities to individuals and families living in Utah.

Job Title: Assistant Construction Supervisor

Classification: Non-exempt, part-time

Primary Location: Utah and Wasatch Counties, Utah; occasional travel required

Compensation: Starting at \$15-\$18 per hour; mileage and cell phone reimbursement; benefits after eligibility

Hours: 20-30 hours per week; most Saturdays and 2-4 evenings per week are mandatory; no Sunday work

Essential Functions:

Reports directly to and is supervised by the Construction Manager, or Lead Construction Supervisor and performs some or all of the following duties:

- Assists Construction Supervisors and groups of families in the construction of homes using the mutual self-help construction method
- Maintains safe working conditions and teaches tool-use safety to program participants and volunteers
- Maintains detailed records as required
- Helps keep all aspects of construction in compliance with all applicable regulations, standards and codes
- Participates in building inspections carried out by USDA-RD and local building inspectors
- Assists in the management of volunteer events
- Involves frequent communication with program participants, vendors, suppliers, contractors, volunteers and moderate contact with general public
- Helps organize work crews and resources to achieve maximum efficiency
- Purchases and delivers construction materials to various jobsites
- Performs miscellaneous tasks as assigned
- Attends all required meetings and trainings

Qualifications:

Required:

- Experience in mutual self-help housing program area or two years of work experience in residential building construction
- Minimum six month supervisory experience
- Fluent in the English language, verbal and written
- Must have own transportation

Preferred:

- Construction Management degree or currently enrolled in construction management program
- Fluent Spanish speaker
- OSHA 30 certified

Skills, abilities, knowledge, licenses, certifications

- Ability to respect and adhere to safety guidelines
- Effective record keeping abilities

- Good supervising, mentoring, and training skills
- Professional attitude, dress and adherence to Standards of Conduct
- Ability to work well independently and as a team
- Ability to teach building skills to unskilled owner-builders and volunteers
- Must be able to effectively resolve and manage conflict in a professional manner
- Ability to work irregular hours and travel as required
- Ability to manage multiple tasks and deadlines under pressure
- Ability to work with people of varying socioeconomic backgrounds
- Ability to pass post-offer physical exam and drug test
- Ability to perform moderate and heavy lifting at times
- Ability to follow policies and procedures
- Be dependable and hard working
- Ability to read computer monitors and documents
- Ability to learn new software and systems
- Excellent customer service skills required

Environment: Frequent outside exposure including all-weather conditions

Physical Exam Details:

- Visual acuity, seeing, climbing, communicating, hearing, kneeling, standing, hearing, balancing, walking, talking, reaching, pushing, typing, repetitive motion. As needed daily
- Lifting/delivering construction materials and tools weighing up to 80 lbs. 2 hours/week during all weather conditions
- Entering and exiting trucks- 1/2 hour daily

Documents Required at time of Application:

Required: Resume, Employment Application
Optional: Cover Letter, Letter of Recommendation

Screening:

Based on job-related experience and meeting minimum qualifications.

Employment application found online at:

<http://www.selfhelphomes.org/assets/Employment%20Application%203.pdf>

**Please email completed application, resume, cover letter and letter of recommendations to:
josh@selfhelphomes.org**

This position is open to the public and **applications will be accepted until June 15, 2019 or until filled.**

SELF-HELP HOMES IS AN EQUAL OPPORTUNITY EMPLOYER