

# Construction systems development

AmeriCorps VISTA assignment description



<b>Host site (local Habitat organization)</b>	Habitat of Sonoma County
<b>Program</b>	AmeriCorps VISTA
<b>Member role</b>	Construction systems development
<b>Host site manager</b>	Nichole Wimbiscus
<b>Direct supervisor</b>	Rick Oberdorfer
<b>Service week (days/times)</b> Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Monday-Friday 8:00am-4:30pm
<b>Will member engage in any of the following?</b>	<input type="checkbox"/> Disaster response <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans or military families <input checked="" type="checkbox"/> None
<b>Will member be actively building on the construction site at least one day per week?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Goals

Position's goals in relation to the project as well as the impact the project will have in the community. Please use the example below as a reference point and adjust the messaging for your host site.

The construction systems development VISTA creates, documents and implements a plan to improve construction operations to including scheduling the entire process, tracking paperwork, and/or transitioning into green building techniques and owner-occupied repairs. The member's responsibilities include exploring the current construction processes, working with the Systems Coordinator to ensure the systems recently implemented are still relevant and efficient. and systems; identifying best practices and additional needs; or developing, document and implementing an enhanced construction operation plan that addresses needs. This member will also play an integral part in helping to develop and explore our systems options for our new prefab factory.

## Outputs

Measurable targets must be included and should be classified **per member**. Please use the shared outputs below, inserting the appropriate number in the left-hand column or "0" if not applicable. These outputs may **not** be adjusted; the wording must remain as is for reporting purposes.

\$20000	Total cash and in-kind resources (breakdown listed below) will be raised utilizing systems and opportunities identified by the VISTA member. This includes resources raised for home building efforts and ReStores.
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\$1000	Cash resources
\$19000	In-kind resources
15	Individuals who collaborate with VISTA member on projects related to this position (stakeholders, volunteers, community members, staff, etc.)
2	Systems, processes and/or tools created or enhanced by VISTA member that will increase capacity at the local Habitat organization.
1	Additional projects that do not fall into one of the categories above created or enhanced by the VISTA member that will increase capacity at the local Habitat organization.

**Objective one – Exploration**

Explore the construction processes and systems that are currently in place at the site and identify best practices and additional needs the project requires. Document research and communicate findings to the project sponsor and faith further direction to move forward with developing enhanced construction operations.

**Member activities**

*Include specific outputs as appropriate.*

- Evaluate current procedures for tracking the construction process from permitting to land development, construction through inspection. Review resources available from Habitat for Humanity International and other local Habitat organizations. Compare these findings to current methods.
- Research green building techniques by exploring resources from Habitat for Humanity International, other local Habitat organizations, green building organizations and online sources and trainings, learning which techniques would benefit the host site. Research should include deconstruction programs, Leadership in Energy and Environmental Design (LEED) certified housing and Energy Star.
- Research systems for improvements regarding work safety and training for onsite volunteers.
- Research changes and enhancements needed for current processes to expand the work for owner-occupied repairs. Identify neighborhoods that could benefit from Neighborhood Revitalization projects.

## Objective two – Development

Develop and document an enhanced construction operations plan that will address the needs of the host site. The plan should address construction preparation, planning, scheduling, home repairs, green building and work site safety, as well as other areas of need identified during the exploration phase.

### Member activities

*Include specific outputs as appropriate.*

- Develop and document a plan to improve or expand the organization's construction operations. This may include systems targeted at traditional home construction, as well as Prefab and modular builds.
- Develop systems for improvements to the construction process to include possible software or databases to make the process easier to track and reference. The software could also include inventory management, IN KIND donation tracking, construction budgets and schedules.
- Develop filing systems, both paper and electronic, to manage and archive important documents needed for construction operations.
- Develop systems for improvements to the work site safety manuals, site volunteer trainings and emergency plans. Create a construction safety manual that includes Occupational Safety and Health Administration (OSHA) standards, specific to all construction-related activities on the job site And prefab factory.
- In collaboration with construction staff, develop and document green and sustainable building practices for the construction department.
- Develop a land inventory strategy of the affiliate and update the process for determining the feasibility of potential sites. Develop a manual that gives step-by-step instructions for site acquisition through permitting.

## Objective three – Implementation and review

Implement the new construction operations program. Assist the site in testing and evaluating the various parts of the program developed and revise the program as needed to ensure success.

### Member activities

*Include specific outputs as appropriate.*

- With staff and board approval, as needed, implement recommended changes to the overall construction operations of the site. Evaluate changes and adjust as needed.
- Implement systems for improvements to the construction process to include possible software or database to make the process easier to track and reference. Gather feedback from staff and make necessary changes.
- Implement filing systems, both paper and electronic, to manage and archive important documents needed for construction operations.
- Implement systems for improvements to the work site safety manuals, site volunteer trainings and emergency plans. Assist in implementing new safety training series for construction staff and volunteers to ensure Occupational Safety and Health Administration (OSHA) compliance.
- Implement green building techniques as part of the standard building practices at the site. Gather feedback from construction staff about what is working and what is not, suggesting changes as needed.

*Activities listed here may include visits to the construction site for the purposes of observation, interviews of staff and volunteers and implementation of construction systems and processes. While VISTA members cannot regularly build on the construction site, the VISTA member may have the opportunity to engage in active building no more than one time per month to help inform construction systems development projects.*

## Objective four – Sustainability

Ensure that the construction operations program is sustainable, continuing at the host site after the completion of the VISTA term by developing manuals and training staff and volunteers on the new program.

### Member activities

*Include specific outputs as appropriate.*

- Develop a manual of resources and directions for maintaining the construction operations program in its entirety, including land acquisition, permitting, construction scheduling and tracking, document filing and archiving, green and sustainable building practices, owner-occupied repair procedures and work site safety.
- Train volunteers and staff on use of new systems and procedures to ensure there is a transition plan for ongoing maintenance of systems and support of the program.
- Develop systems and SOPs for the overall operation at the new Prefab factory warehouse.

## Required meetings, trainings and events

*Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.*

- Pre-service orientation provided by the Corporation for National and Community Service.
- Onsite orientation to local host.
- Habitat Learns – “Foundation of Habitat” online series.
- Lockton safety online courses.
- Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
- National days of service:
  - Dr. Martin Luther King, Jr. Day (required).
  - September 11<sup>th</sup> National Day of Service and Remembrance and AmeriCorps Week (encouraged).
- Host site monitoring reviews and periodic check-in calls.
- Monthly meeting with host site manager.
- Bi-weekly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff and board meetings and home dedications, as appropriate.
- Annual staff or AmeriCorps team build day.
- Monthly construction committee meetings.
- Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
- Host site events (i.e. holiday fundraiser, art auction, Healthy Habitat Walk-a-Thon). Participation in these events will be in line with AmeriCorps program regulations.

## Experience, knowledge and skills

### Required

- Experience with Microsoft Office Suite, especially Word, Project and Excel, as well as Office 365, and Dropbox

### Preferred

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working as a member of a larger team.
- A second language is highly desirable, with preferred language being (Spanish)
- Project management experience.

### Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About (20) percent of this position requires outreach in the community, including visiting buildings and homes that may have stairs, the prefab factory, as well as occasionally serving on project sites that may have uneven terrain.

## Service site environment

Member will primarily serve in an open-space office and will share the area with other staff or fellow members. Each member will have a desk, computer (with email and Internet access), and Office 365 profile, with Teams and other available apps, Microsoft Project, Dropbox access and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies. On site kitchen offering coffee, tea, water and refrigerator and microwave.

Will a **personal vehicle** be required?  Yes  No

If "yes," provide an explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

An affiliate-owned vehicle may be available for member to use for service-related meetings and community outreach, transportation and ride sharing can be arranged when needed.

## Habitat.org posting

### Habitat for Humanity Sonoma County, CA

*A year of service with Habitat*

Serve, learn, lead and explore in the beautiful Wine Country of Sonoma County, CA, less than an hour north of San Francisco! Our AmeriCorps members play an integral role in providing leadership on our project,

engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. During a year of service with Habitat Sonoma County, AmeriCorps members gain insight to the inner workings of a non-profit organization and gain hands-on experience in construction process practices, leadership, public speaking and community development.

#### *Benefits*

In addition to the AmeriCorps living allowance and education award, we also offer mentoring programs established with our past AmeriCorps, now current staff members, to help answer any questions, address concerns and learn about their opportunities after service.

#### *Community*

In your off hours, hike the beautiful Sonoma Coast, float the Russian River, explore the Wine Country and spend time getting to know nearby cities including San Francisco and Oakland. Join our Habitat family and form lasting relationships, while creating affordable housing solutions with hard-working families and fire survivors in Sonoma County. [www.habitatsoco.org](http://www.habitatsoco.org)