



PART TIME ASSISTANT SITE MANAGER

Job Title:	Assistant Site Manager	Salary Range: DOE
Reports to:	AIP Program Manager	Job Location: Build Site
Hours/Week:	20-25	FLSA Status: Non-Exempt
Employment Status:	Regular, At Will	Pay Basis: Semi-Monthly

Position Summary: The Assistant Site Manager will work closely with the Aging in Place Program Manager to help ensure a safe and secure environment for local seniors to live, by providing critical home repair services to homeowners in need. General responsibilities include but are not limited to; coordinating, supervising, and training unskilled volunteers, establishing & maintaining job site safety, ability to read, understand and interpret construction documents, interface with consultants and Habitat for Humanity management, project documentation and most importantly the ability to work with tools of the construction trade.

Primary Responsibilities:

- Assist with supervising overall construction activity and provide leadership to construction activity
- Assist with training volunteers
- Work closely with Program Manager and Program Assistant to address supply and volunteer needs for each project
- Treat homeowners with respect and dignity
- Assist with the supervision on job sites and take the lead on assigned projects in absence of Manager
- Evaluate and implement good safety practices and constantly stress same with volunteers
- Suggest potential advantageous building practices and material cost-saving opportunities
- Supervise all site preparation and layout as per Program Manager
- Participate in hands on construction activity on all assigned projects
- Act as a point of contact for on-site communications with homeowners and volunteers

Other Duties:

- Assist with occasional repair projects involving Habitat's rental cottages
- Assist with new home build projects, planning and onsite support/work

Required Skills and Experience:

- 3 to 5 years of experience with construction site projects
- Preferably at least 2 years in a supervisory or assistant supervisory role

- Bondable
- Outstanding communication and interpersonal skills needed to communicate task assignments to volunteers and construction trades/suppliers
- Strong commitment to community service
- Ability to multi-task and wear many hats with minimal supervision
- Commitment to safety and quality a must
- Ability to drive construction vehicles to various job sites and to pick up material supplies
- Ability to work collaboratively on a team
- Must pass Criminal Background Check and Sexual Offender Check
- Valid California Driver's License and insurability under affiliate automobile insurance policy.

Physical Requirements:

While performing the duties of this job, the employee is required use hand and power tools. Specific vision abilities are required for this job including both distance and close vision. This position will also require the ability to be on active build sites, and often walk on uneven ground and stand for long periods of time and lift up to 25lbs, unassisted.

Time Requirements: This is a part-time, 20-24 hour per week position, with the potential of leading to full time. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

Benefits: See personnel policy handbook.