

Reports To:

Construction Manager

Summary:

As a Construction and Recycling Assistant, you'll study fundamentals of building design, site development, building layout operations, concrete applications, and cabinet construction, working with volunteers, site management, and practical residential construction practices. You'll be instructed in safe and proper use of hand tools, portable power tools, and stationary power equipment. In addition, you'll have the opportunity to apply framing, interior finishing, and exterior finishing techniques at actual job sites. Related blueprint reading, estimating, building science principles, and OSHA practices are part of the training.

The Construction Assistant will be able to take away experiences in the residential construction field that would prepare them for a variety of careers in this field. The Construction Assistant will also spend AmeriCorps service hours assisting with the metal recycling program at the Habitat ReStore.

General Tasks

- Coordinate with construction managers and specialists on ongoing projects.
- Perform special projects and complete all other duties as assigned or requested for the general support of the organization.
- Assists in coordination of material purchases, deliveries, tracking, and forecasting.
- Assist in completing production reports and project tracking sheets.
- Permit research.
- Working with the Construction Manager to update the construction schedule.
- Attending weekly BUILD Meetings.
- Identify patterns and recommend opportunities for improvement.

Build Site Operations

- Maintaining a safe work environment for self and fellow volunteers
- General cleaning
- Tasks as assigned

Examples of Construction Duties

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|-----------------------|----------------------------|
| • Foundation Building | • Installing doors/windows |
| • Framing | • Cabinet installation |
| • Setting trusses | • Painting |
| • Roofing | • Siding |
| • Tiling | • Cleaning/organizing site |

ReStore Metal Recycling Duties

The Construction Assistant will also spend AmeriCorps service hours assisting with the metal recycling program at the Habitat ReStore. Duties include sorting, tearing down, and removing metals from various tools, appliances, and other electronics to then be recycled.

Policy/Procedures

- Sign in/out at the beginning/end of each shift
- Understand and comply with build site procedures and safety guidelines
- Inform Construction Manager of any safety or procedural concerns

Required Skills / Experience / Requirements

- Ability to take direction
- Ability to work independently, as well as cooperatively
- Self-motivated
- Wear construction appropriate clothing and footwear
 - Closed-toe shoes
 - Weather appropriate clothing

***For more information or to apply for this service position please contact
AmeriCorps Program Manager, Matt Gaworski: matt.gaworski@wiscorps.org
or apply online at wiscorps.org***