Habitat for Humanity®
Saint Louis

Internship Description:
Construction Manager Assistant

Purpose:

All interns will be a part of a 9 - 12 month program. This program is designed to identify and train future leaders in the construction industry. You will have the opportunity to be mentored and learn from senior managers while furthering the mission of Habitat for Humanity Saint Louis (HFHSL) by working in conjunction with partner families, sponsors/donors, volunteers, vendors, subcontractors, and HFHSL staff to build or rehab homes in compliance with St. Louis City or County building codes and OSHA safety standards.

Duties and Responsibilities:

A. Construction Manager Support
- With the guidance of the Construction Manager, assist and manage the HFHSL build site(s).
- Complete as necessary any construction work not completed by volunteers to maintain the build schedule.
- Advise the Site Superintendent(s) of any delays in construction due to lack of volunteer or contractors.
- Operate truck for material deliveries.
- Estimating & takeoffs
- Subcontractor management
- Blueprint reading
- Training and educational events and classes

B. Planning and Organization
- Help maintain organized work area(s) by the creation and continuation of tools and equipment inventory list(s); project materials, as needed, from theft, vandalism, and weather erosion.
- Consolidate and distribute materials and tools.
- Help to maintain all construction equipment, tools, and machinery, including rentals.

C. Assist Volunteer Management
- Help prepare for volunteer build days by organizing necessary materials, tools, and equipment available on the build site, prior to volunteers arriving.
- Ensure job-site safety conditions are met.

General Qualifications:
- High school diploma or general education degree (GED).
- At least 2rd year of college, trade or training program.
- Works effectively with a diverse population of volunteers and staff.
- Well-organized with strong critical thinking skills.
- Ability to identify and solve practical problems in a timely manner.
- Possesses a valid driver's license as well as the ability to travel as needed to perform job duties.
- Possesses a cell phone.

- The ability to work a flexible schedule including evenings and weekends, as needed.
- Reliable Transportation

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 hundred pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must also work in extreme weather conditions, particularly heat, cold, and/or rain as this job is on a construction site.

Salary and Benefits:

Non-Exempt salary determined based on experience. $15hr - $19/hr

Personal paid time off including holidays and vacation.

Work Schedule:

Ability to work a flexible schedule

Monday – Saturday
7am – 3pm
9 – 12 months

At minimum 16 hrs per week, up to 30 hours per week

Specific schedule will be determined with your immediate supervisor.

Responsible to: Construction Manager
Director of Construction
CEO

Please send a resume and cover letter to Director of Construction Josh Smith josh@habitatstl.org

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.

This job description does not list all the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business.