**Assistant Construction Manager**

**Job Description**

Habitat for Humanity of Benton County has an immediate full-time opportunity for a mission-driven

individual to join our construction team. The **Assistant Construction Manager** will report to the Construction Manager. This position is responsible for assisting in the planning and execution of building activities.

**Responsibilities** include:

* Assist with on-site, hands-on construction tasks including, but not limited to, site prep, framing, insulation, drywall, flooring, roofing, finish carpentry, painting, siding/fascia, and landscaping.
* Utilize volunteer management techniques to facilitate positive experiences for volunteers.
* Can operate mini excavator and skid steer.
* Assists in training and leading crew leaders and volunteers.
* Works with the Volunteer Coordinator to schedule volunteers
* Maintain site safety through modeling of safety practices and guidelines, volunteer education, and site monitoring. Attend safety trainings with our construction staff.

Assist the Construction Manager in construction administration tasks including soliciting

bids, scheduling meetings, Requests for Proposals, and other construction documents.

Pursue donations of labor and materials at the direction of Construction Manager

Other administrative duties as assigned.

Learn and Manage construction management software, Procore.

**Education/Experience/Knowledge/Skills**

Minimum High School Diploma, some college preferred.

2 plus years construction experience construction/contracting experience, carpenter, framer, siding/fascia install experience a plus.

Valid driver’s license with clean driving record. Must be insurable under our Auto Policy.

Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity.

Strong verbal communication skills.

Ability to work with a diverse group of people.

Experience working with volunteers or teaching/group facilitation experience.

High skill level with Microsoft Word/Excel, Google (calendar, docs, sheets) for word processing and

database maintenance/retention.

Knowledge of community development practices/construction industry very helpful.

**Work Environment and physical demands**

Exposure to extreme temperatures, loud noises, and other various adverse conditions associated with outdoor work. Office in Bentonville with time spent on job sites within Benton County.