

Construction Coordinator Job Description

Reports To:

Construction Manager

Position Type:

12-Week Summer Contract

Job Summary:

The position is primarily responsible for supporting the effective ongoing operation of the 2017 build program including sites in Port Hope and Brighton, and including any ongoing ReNew It or other Habitat for Humanity Northumberland (HFHN) projects. The position also has specific responsibilities including supporting the coordination of ordering and organization of building materials, supporting the onsite volunteer labour, and the implementation of the Safety, Health and Environment program (including training) for the build site. As Habitat for Humanity Northumberland is a community driven organization the student would also have contact and act as a representative of HFHN for local volunteers and the partner families who will be purchasing the homes.

The person in this position must have the skill level to handle multiple tasks and assignments, work on a construction site, supervise and support volunteers, while always promoting the values that embrace the mission of Habitat for Humanity Northumberland.

Primary Responsibilities:

- Support the Construction Manager in the acquisition of build products, materials and tools;
- Coordinate and manage the acquisition of certain materials, as determined by the Construction Manager;
- Manage the onsite implementation of HFHN's Safety, Health and Environment program including weekly inspections, completing incident reports, and other duties as assigned;
- Support the Build and ReNew It Coordinator to conduct safety training for HFHN volunteers both on and off the build site;
- Support the Build and ReNew It Coordinator to schedule and manage all paperwork associated with safety training over the summer months;
- Work with the Build and ReNew It Coordinator to manage and update HFHN's volunteer database;
- Work directly with the volunteers on the construction site;
- Other, as required; and
- Work week will require flexibility of schedule as some activities occur in the evening or on weekends.

Qualifications:

- Experience and knowledge of home construction would be an asset
- Strong and proven interpersonal skills

- Self-starter with the ability to work independently
- Current WHMIS and First Aid Certification would be an asset
- Excellent communication and networking skills, with proven results
- Ability to think multi-task and meet deadlines
- G2 or higher Driver's License
- Access to a vehicle
- Ability to work flexible hours – some nights and weekends
- Commitment to the mission of Habitat for Humanity Northumberland and representing that mission within the community

Terms of Employment:

Hourly Wage: TBD

Work Week: 37 hours/week (Generally Tuesday-Saturday)

Proposed Start Date: May 30, 2017

Office Location: 764 Division St., Cobourg ON K9A 5V2