

Site Coordinator

Job description

Overview

The Site Coordinator oversees and performs onsite construction activities including oversight of volunteers and Americorps members. This position is responsible for ensuring the sites are prepared for the daily construction activities by maintaining logistical organization of the warehouse and construction sites, and ensuring that a safe work environment is maintained. This position also works closely with the volunteer leaders, the Building Committee, and the Safety Committee. The Site Coordinator reports directly to the Construction Manager/Director. Workweek: Tuesday through Saturday 7:30 am-3:30 pm.

Summary of Principle Duties:

Sites:

- Ensures proper signing of waivers by volunteers.
- Maintains a safe work environment by adherence to OSHA standards.
- Completes and maintains competent person status through Habitat for Humanity's training program
- Has the ability to shut down a work activity that is unsafe.
- Provide direction to volunteers on site
- Ensures proper tools and materials are onsite prior to the build day.
- Delegates site preparation tasks to Americorps and volunteers
- Reports any problems to the Construction Manager/Director

AmeriCorps:

- Supervises AmeriCorps activities
- Provides orientation
- Provides training in construction related skills and safety

Volunteers & Groups:

- Assigns work site and work detail
- Provides orientation
- Manages the work of groups

Office:

- Coordinates with Construction Manager/Director for materials needed for construction sites
- Works with Volunteer Coordinator and construction staff to update Volunteer Hub, Habitat Newburgh's online volunteer signup website
- Provides logistical support for events outside of regular construction activities
- Orders material from Habitat for Humanity International Gifts In Kind online donation catalog

Warehouse:

- Receives deliveries of construction material
- Maintains inventory of construction material
- Keeps warehouse in order
- Maintains tools and vehicles

Required Skills and Experience

Experience

- Experience in residential construction, or able to demonstrate a high level of competency
- Knowledge of lead and asbestos regulations helpful
- Familiarity with green/energy efficient building principles and design
- Neighborhood redevelopment experience would be helpful
- Strong understanding of historically correct residential rehabilitation and new construction

Skills

- Well-developed communication and organizational skills
- Possesses the necessary multi-tasking skills
- Possess leadership qualities that promote teamwork and the capacity to balance team and individual responsibilities
- Comfortable managing and teaching volunteers, groups and inexperienced individuals in the building process
- Ability to identify and drive objectives
- Bilingual-Fluent in English and Spanish Helpful
- Hold a valid New York State Driver's License and have a driving record that can be insured by our carrier

Work Habits

- Understands the Habitat for Humanity building philosophy and has the desire to promote it

- Values a team-oriented approach to decision making and problem solving
- Works effectively both individually and in a team environment
- Demonstrates organizational and follow through skills
- Exhibits attention to detail
- Exercises excellent judgment
- Works with integrity
- Communicates effectively with people of diverse backgrounds and income levels
- Provides and receives feedback constructively

Working Conditions and Physical Demands

This position requires

- The ability to safely navigate active construction sites and indoor and outdoor events including climbing ladders and wearing personal protective equipment.
- Must be willing/able to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- Ability to lift 50 pounds. Work will require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Must be able to bend/stoop, squat/crouch, climb, kneel and twist.
- Must be able to climb ladders, work both inside and outside, and around moving equipment.
- Moving about to accomplish tasks or moving from one work site to another.
- Communicating with others to exchange information.
- Repeating motions that may include the wrists, hands, and/or fingers.
- Assessing the accuracy, neatness, and thoroughness of the work assigned.

Compensation

- Competitive annual salary
- Benefits include health insurance, paid holidays, vacation, and sick time.
- Optional dental and vision plans

Please send resume and cover letter to jobs@habitatnewburgh.org.

Applications will be accepted until the position is filled. No phone calls, please.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time. We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

