



Rebuilding Together Dutchess County

Construction Associate Job Description

Job Summary:

The Construction Associate is responsible for assisting in project planning, coordination and execution of Rebuilding Together Dutchess County (RTDC) repair projects in coordination with the Program Manager. Tasks may involve but are not limited to completing home inspections/assessments for qualified applicants, completing Handyman Program repairs for accepted applicants, pre and post Rebuilding Day tasks as assigned, assistance with the Home Safety and Fire Prevention Program as needed and when required.

Primary Responsibilities

Assessment & Inspection:

- Conduct onsite home assessments and inspection of repair requests. Position requires residential project coordination and knowledge of trade skills in roofing, carpentry, painting, plumbing, HVAC, electrical, and general home maintenance.
- Develop project scope of work and determine repair tasks for technicians and volunteers.
- Provide clients with parameters of program and work to be accomplished by staff, contractors and/or volunteers.
- Coordinate building permit process if needed, ensuring all jobs conform to local and state building codes.

Project Management:

- Oversee and facilitate completion of all projects.
- Provide site leadership and task leadership on project days.
- Ensure collection and completion of all necessary pre- and post-work documentation.
- Provide documentation required by various funders for inclusion in client files.
- Recommend procurement of outside vendors and sub-contractors if necessary.
- Manage materials inventory including purchasing, inventory controls and distribution.
- Identify and resolve any program issues and client/vendor/sponsor conflicts.

The successful candidate will possess the following:

- Commitment to serving low-income homeowners and communities.
- Construction experience as a contractor, construction manager or project manager.
- Impeccable organizational skills, significant attention to detail and follow-through, ability to work on multiple tasks in a growing and changing environment.
- Strong customer service mindset with effective and diplomatic, yet supportive communication style. Professional phone manner with concise verbal and written skills.
- Ability to build trust with clients in a respectful and culturally-competent manner.
- Ability to work with a diversity of people from various ethnic, socio-economic and living environments.
- Willingness to be flexible, adaptable and work as a team with clients, volunteers and staff.
- Working knowledge of standard office equipment and office computer programs, such as Word, Excel and Google Docs. Experience working with project planning software and/or databases preferred.
- Renovate Right Practice (RRP) Certified preferred.
- Own transportation, valid driver's license, and proof of insurance.
- Contractor's license highly desirable.
- Bi-lingual English-Spanish preferred.
- Ability to deal with physically demanding requirements of the job including lifting a minimum of 50 pounds without assistance.
- Minimum of five years' experience in construction / project management.
- Education: College degree (or equivalent combination of education and work experience).

Hours:

Part-time, non-exempt position with an average of 10-20 hours per a week. Some Saturdays. Reports to Program Manager but collaborates cross-functionally with a staff of three full-time nonprofit professionals.

If you'd like to be considered for this opportunity, please forward your resume, salary requirements and availability to Executive Director Darcy McCourt at darcy@rtdutchess.org.