

Habitat for Humanity Windsor-Essex Job Posting

Job Description, Position: Build Foreman Assistant – Summer Student

Date Updated: June 2, 2017

SCOPE OF WORK: The scope of the Build Foreman Assistant– Summer Student position is to assist the Build Forman on the job site wherever needed.

REPORTS TO: The Build Forman or Operations Manager

HOURS AND WAGES:

- The position is for 37.5 hours per week. It comprises five (5) 7.5 hour shifts with a one half hour unpaid lunch. The shifts will be scheduled between 8 am and 4:30 pm Monday to Saturday. The schedule may vary based on the needs of the operations and may include constant Saturday work. The position pays \$11.40 per hour. This is a temporary contract position and does not offer a benefit package.

QUALIFICATIONS:

- The incumbent must provide a clear criminal record with vulnerable persons search and clear driving abstract.
- Given the physical demands of the position, the incumbent is required to be physically fit, able to lift over 80 lbs, able to bend, squat, pull heavy loads, climb, and able to stand for long periods to time.
- Knowledge of carpentry, mechanical, electrical, plumbing would be considered an asset.
- First Aid certifications would be considered an asset.

To be eligible, students must meet ALL of the following criteria:

- Be between 16 and 30 years of age at the start of the employment;
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Be legally entitled to work in Canada.

DUTIES AND RESPONSIBILITIES:

- Assisting build Foreman with any tasks needed.
- Ensure volunteers experience a safe and pleasant environment.
- Help maintain tool trailer.
- Assist with estimating.
- Help maintain a clean and safe job site.
- Must be Red Cross certified. Training will be provided if needed.

- Follow all organization policies and procedures.
- All other duties as requested.

Additional Responsibilities

- To understand the mission and vision of Habitat for Humanity Windsor Essex Inc. and be able to communicate our purpose to volunteers.
- To communicate effectively with people of diverse backgrounds.
- To help create an atmosphere within Habitat for Humanity Windsor Essex that encourages and fosters an open sharing of ideas and concerns.

If interested, please send resume to:

administration@habitatwindsor.org.

Closing date is June 23, 2017

No phone calls please.