

This position is open until filled. Salary range is based on experience. This is a full-time position 30-40 hours per week, full benefits. Salary range is \$25-\$30 per hour depending on qualifications.

CONSTRUCTION MANAGER ASSISTANT JOB DESCRIPTION

The Construction Manager reports directly to and is supervised by the Mutual Self Help Construction Manager. Position is full time full benefits.

Duties and Responsibilities

- Trains and supervises groups of families in the construction of their homes using the mutual self-help construction method.
- Accounts for overall Construction Safety Program, including construction safety and tool operation safety programs by teaching tool-use safety, maintaining safe working conditions and oversee the tools budget and tool maintenance.
- Participates in building inspections carried out by USDA - RD and local building inspectors as needed.
- Maintain all home plans: verify the completeness of each home plan, to include at a minimum, Foundation Plan, Floor Plan, Roof Plan, Electrical Plan, Section and Detail Plans, and Engineer's Structural and Sheer Approval Stamp.
- Assist with individual Family Participant Construction budget.
- Assists with Family Group Construction Schedules, keep schedules on time.
- Promote Open communication between Group Participants, Rural Development and TCHA.
- Assist with site control of sub- contractors

Quality Control

- Keeps all aspects of construction in compliance with all applicable regulations, standards and codes.
- Provide timely reports and invoices to management as directed.

Qualifications

- Professional building skills or equivalent carpentry training.
- Ability to teach building skills when necessary to unskilled family workers.

- Ability to Multi-task and ability to work with people of varying socioeconomic levels.
- Willingness to work irregular hours as required.
- Maintain a good driving safety record (verified by a DMV report at hire) have and keep current valid Driver's License

Knowledge and Training Required (Minimum Qualifications):

Education and Experience

(1) Graduation from a vocational training program in building construction or related fields with a two-year degree and five years of experience with the duties as stated above.

OR

(2) Substitution on a year for year basis as follows:
 a. Full-time paid employment in the building construction or related fields with the duties as stated above.

Apply at: Tooele County Housing Authority, 66 West Vine Street, Tooele, Utah 84074. Visit our website to obtain application, www.housingtc.org

(435)882-7875

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 EQUAL OPPORTUNITY EMPLOYER**