



Construction Project Coordinator

Job Description

Job Title: Construction Project Coordinator
Department: Operations, Construction
Reports To: Operations Manager
FLSA Status: Full Time, Non-Exempt
Salary: \$24.03 - \$25.96

Summary: This position will assist the Operations Manager with all construction-related duties.

Essential Duties and Responsibilities includes the following.

Assists with bidding and contract execution for each construction project.

Work with industry professionals to create, revise and plan applicable house plans and development designs.

Assists in the Strategic Planning process of the Construction Department.

Assists the Operations Manager with cost benefit analyses to determine the most effective means to achieve departmental goals.

Assists with providing information and data for all grants when needed.

Assists Chief Operations Officer and the Operations Manager collecting bids per Habitat-Spokane's bid policy.

Performs weekly Site visits to all Habitat properties.

Assists with maintenance of all Habitat properties, vehicles, and equipment.

Assists with reports on progress, materials used and costs, and adjusts work schedules as indicated by reports.

Determines material list needed then presents it to the Operations Manager for procurement.

Coding receipts for accounts payable entry and payment.

Assists with inventory management, tool repairs and supervising the scheduling and timely completion of homeowner repair requests.

Actively engaged in building relationships within the community to better serve the needs of Habitat-Spokane. A good working relationship with subcontractors and vendors is a must for procuring services.

Ensure that Habitat owned tools are properly maintained and ensure that tools are inventoried and secured at the end of each workday in their designated place.

Responsible for housing advocacy in the community.

Assists with volunteer opportunities within the construction department and Habitat Store.

Assists with all Microsoft Project updates, CAD drawings when needed and assists Operations Manager with all house plan drawings and edits.



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Attends Habitat for Humanity-Spokane events.

Promotes Mission of Habitat-Spokane.

Other duties may be assigned as needed.

Supervisory Responsibilities

Management of all Project Management Assistant work studies. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training volunteers; planning, assigning, and directing work; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; Designs workflows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional volunteer or customer situations; Responds promptly to volunteer and homeowner needs; Solicits volunteers and customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilize others to fulfill the vision; Provides vision and inspiration to peers and subordinates.



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Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies volunteer and customer feedback (internal and external); Improves processes, products, and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educate others on the value of diversity; Promotes a harassment-free environment; Builds a diverse work force.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.



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Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of QuickBooks; CAD; Outlook; Project Management software; Excel and Word.

Certificates, Licenses, Registrations

Current driver's license.

Other Qualifications

Habitat-Spokane is a Christian housing ministry, and all employees serve in a ministerial and service capacity.

Physical Demands The physical demands described here are representative of those that must



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be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand, walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds with assistance and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

