

## **HABITAT FOR HUMANITY OF GREATER SACRAMENTO**

### **Job Description**

**Title:** Construction Operations Coordinator  
**Reports to:** Director of Construction  
**Date:** 05-10-2016

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**Position Summary:** Monday through Friday, 7:30 a.m. – 4:30 p.m. or Tuesday through Saturday, 7:00 a.m. – 4:00 p.m.

### **Responsibilities:**

- Assist in creating and revising construction sequence lists for current and new releases
- Assist with color schemes and production of the schemes
- Assist with construction schedules
- Prepare and submit all building permit applications through approval at the different governing agencies
- Assisting in preparing and sending bid packages to accredited professionals
- Assist with bidding process and contracts for site work and infrastructure placement
- Assist with Company Safety requirements and maintain IIPP safety book
- Assist with utilities submittals (need on all projects with SMUD, PG&E, etc.)
- Assist with SWPPP program compliance as needed
- Aid in Energy Star certification paper work
- Assist with Home Repair program
- Aid in all aspects in remodels
- Assist with all filing requirements and maintain file system
- Perform other duties as directed by Director of Construction

**Educational Requirements:** A High School diploma or equivalent is required, but some college preferred. Major should be closely related to Construction and Architecture.

### **Experience Requirements:**

- At least one year administrative experience in Construction field
- Must be computer literate and have good written and verbal communication skills
- Working knowledge of AutoCAD 2011 and experience drawing and preparing construction documents
- Proficient in Microsoft Office software and Adobe Acrobat Pro, Illustrator and Photoshop CS5
- Design experience is preferred but not required

### **Other Requirements:**

- Construction or real estate background is recommended
- Must be organized and detail oriented
- Must be a team player with good judgment but also feel comfortable working independently
- Experience with budget and cost control preferred
- A reliable, insured form of transportation is required

**General Expectations:** Every employee is expected to maintain a professional appearance and a cooperative attitude at all times. Must follow and maintain all company safety standards. Must strive as an individual, as well as in conjunction with all other HFHGS departments to achieve and maintain excellences in their work and the mission of HFHGS.