

## **JOB POSTING: DeConstruction Associate**

### **JOB SUMMARY:**

Works with the Director of Deconstruction to deconstruct donated building components and coordinate the removal of items from the site to the Habitat ReStore. This position also works with and supervises volunteers, to safely remove saleable materials from the deconstruction site. Prepare and tag all items for shipment to ReStore after preparing inventory list. Must have the ability to relate to people of different races, faiths, and income levels.

### **KEY RESPONSIBILITY AREAS:**

- Assist in the day to day activities of the DeConstruction Department.
- Assist in making initial contact with deconstruction donor to set up appointment to review project.
- Ensure that deconstruction site is following all HFHI and HABITAT FOR HUMANITY OF GREATER NASHVILLE Policies and Safety Guidelines.
- Ensure that volunteers adhere to all safety policies in the removal of items donated.
- Ensure that all items removed from the site in a saleable manner.
- Prepare detailed listing of items removed from deconstruction site.
- Responsible for photo documentation of items removed from deconstruction site.
- Determine if project is profitable
- Enter all DeConstruction information into Sales Force and assign each DeConstruction a job number.
- Maintain a safe perimeter around the deconstruction site.
- Maintain and track all cost of the deconstruction projects.
- Follow all HABITAT FOR HUMANITY OF GREATER NASHVILLE policies and procedures as outlined in the Procedures manual and Employee Handbook.
- Complete all paperwork and documentation according to guidelines and deadlines.
- Maintain deconstruction tools, equipment, and vehicles.
- Apply for and obtain all permits where necessary.
- Assist in pickup of donations as needed
- Assist customers in ReStores
- Work with Volunteer groups
- Attend various trade shows to promote DeConstruction department and ReStore donations

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Represent HABITAT FOR HUMANITY OF GREATER NASHVILLE as the onsite agent for donated deconstruction projects.
- Follow all safety policies in the removal of items donated
- Provide excellent customer service
- Strong and effective communication skills required and the ability to work with and train others with variable levels of skill. Also required is the ability to speak to volunteers publicly on the deconstruction site.
- This position requires a current and valid driver's license and acceptable driving history
- Must be able to drive up to a 26 foot box truck
- Ability to fulfill the physical requirement of this position

### **QUALIFICATIONS:**

*Commitment to HABITAT FOR HUMANITY OF GREATER NASHVILLE stated vision and goals. Previous construction experience required. Knowledge of electrical, plumbing, gas, HVAC systems, wood framing, roofing, siding, concrete and masonry. Also need strong customer service skills both for the job site and for working in the ReStore.*

**TIME REQUIREMENTS:** *Full Time, this position may require 40+ hours per week and some Saturdays. Satisfactory attendance is required.*