

ICCF Community Homes Job Description

Job Title:	Construction Technician
Department:	Real Estate Development and Management (REDM)
Reports To:	Construction Supervisor
FLSA Status:	Non-Exempt
Prepared Date:	April 2024
Compensation:	\$18.00-\$25.00/hr.

SUMMARY

The Construction Technician plays a vital role within the Real Estate Development and Management (REDM) department at ICCF, responsible primarily for unit turns and secondarily for capital improvements and addressing code violations. As a core member of the unit turn team, this position is pivotal in ensuring the swift turnaround of units in both single-family rentals and multifamily developments, while also contributing to enhancing property value and compliance standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Implement various unit turn goals as directed by Construction Supervisor, with a focus on meeting deadlines and project budgets.
- Work effectively as a member of a unit turn team. This includes project completion, coordination, and communication with other team members.
- Construction tasks may include (but are not limited to) rough carpentry, interior trim, basic plumbing, heating or electrical repairs, window installation, siding, limited masonry repairs, flooring, hardware and accessories, paint, and landscaping.
- Assist in the development of construction punch lists.
- Secondary focus is on repair lists generated by compliance inspections, completing these tasks according to schedule and communicating regularly with property management, facilities, and inspectors.
- Occasionally oversee volunteers for either (1) unit turns, (2) capital improvements, and (3) code compliance repairs.
- Assist in the coordination of subcontractors, deliveries, and inspections.
- Report all liability and community incidents to the corporate office immediately. Ensures that all workers' compensations claims are reported and proper paperwork is completed.
- Maintain a positive customer relations attitude with residents, subcontractors, volunteers, etc.
- Comply with all Federal and Local Fair Housing regulations and ordinances.
- Comply with all lead safe construction practices.
- All other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Possible supervision of volunteers from local schools, businesses and churches.
Some coordination of trade contractors will be required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Candidates must feel a connection to non-profit mission-driven community development work, be capable of working in a fast-paced environment with continuously changing priorities, and be able to quickly pick up on new concepts and ideas.

EDUCATION and/or EXPERIENCE

High school diploma or GED is preferred.

Minimum 5 years working in residential construction are necessary to succeed in this position.

Lead-Safe Certification preferred.

LANGUAGE SKILLS

This position requires outstanding verbal, digital and written communication skills as well as the ability to interpret technical details (plans, specifications, etc.) as required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Proficient Spanish speaking abilities would bring value to this role.

MATHEMATICAL SKILLS

Basic construction math ability required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's License and acceptable driving record is required.

A current Michigan residential builder license is preferred but not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must 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 stand and talk or hear. The employee is frequently required to walk, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; use hands to finger, handle, or feel; 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 25 pounds, and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, 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. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

Work hours for this job are 40 hours a week, typically Monday to Friday, during standard business hours. Work time flexibility is necessary with occasional early morning or later evening hours as necessary. Typically once a month there would be scheduled work hours on Saturday.

To apply, please send a cover letter and resume to hr@iccf.org. We are an EOE Employer.