



DECONSTRUCTION ASSOCIATE

SUMMARY:

The Deconstruction Associate reports to the Deconstruction Manager and assists in Deconstruction/Procurement strategies of the affiliate. Deconstruction projects consist of kitchen cabinet set removals and could include light salvage of interior items such as cabinetry, doors, lights or hardwood flooring. Additional scope of work includes retrieval of material from full house deconstructions executed by sub-contractors as well as collection of off-site donations and transporting them back to the ReStores. The salvaged materials and collected donations are sold to raise funds in support of building new Habitat homes for hard working families in Wake County.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed. The Deconstruction Associate will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days) at changing locations.

WORK PERFORMED OR KEY RESPONSIBILITIES:

Main responsibilities include:

- *Coordinate with the Deconstruction Manager to understand and complete full scope of work for assigned jobs within the projected time frame*
- *Manage and transport salvaged materials from deconstruction sites to the ReStore for resale.*
- *Promote and maintain a safe and clean work environment.*
- *Facilitate the maintenance of fleet and tool inventory.*

Additional Deconstruction job responsibilities also include:

- *Identify which materials to salvage and coordinate safe removal*
- *Effectively price and process materials salvaged into sellable units*
- *Transport and off-load materials*
- *Maintain an inventory of salvaged materials*
- *Maintain good relations and communication with in-store employees, management, and volunteers*
- *Professionally communicate and promote the benefits of deconstruction to the public*
- *Assist when necessary with the building of ReStore fixtures, such as carts and displays*

Additional Procurement job responsibilities include:

- *Drive and operate a manual 26 ft. box truck safely*
- *Document correspondence with donors*
- *Perform excellent customer/donor service*
- *Load and pack materials to minimize damage*

- *Screen and examine each donation on site*
- *Coordinate donation receipts with Procurement Manager*
- *Lead in proper loading and unloading of donated materials*

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- *A strong belief in the organization's mission, goals, and accomplishments*
- *Ability to lead and manage others, both including staff and volunteers*
- *Specific knowledge in deconstruction methods and skill*
- *General construction knowledge, including HVAC, plumbing and electrical*
- *Strong problem solving skills*
- *Ability to teach new skills to untrained individuals*
- *Ability to work unsupervised while adhering to a pre-determined schedule and scope of work*
- *Skillfully and safely drive large truck with trailer and skidsteer*
- *Effective, clear communication*
- *Skillfully and safely operate construction equipment and specialized hand and power tools*
- *General knowledge of building material pricing*
- *General knowledge of ReUse industry*
- *Ability to establish and maintain excellent working relationships with supervisor, co-workers, volunteers, community service and other HFHWC staff.*
- *Desire to be a part of a high functioning and efficient team*
- *Demonstrate grace and humor under pressure*
- *Enjoy working with people from diverse backgrounds*
- *Clean driving record required*

PHYSICAL DEMANDS:

Ability to perform in a construction setting – lifting, climbing, working at heights, etc.

Deconstruction work is performed in both the heat of the summer and the cold of the winter, with consideration for extreme conditions. Ability to lift over 50 lbs. continuously.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Some amount of related experience is preferred but not required

Experience in related fields such as re-use/thrift stores, construction, trades, truck driving; or, an equivalent combination of education, training, and experience is advantageous.

APPLICATION PROCESS:

If interested in this position, please send a cover letter and resume to bill.clay@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.