



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Construction Worker

Department: Catholic Charities

Reports To (Title): Director of Disaster Services

Work Schedule: M – F Hours: _____ to _____ Other: 37.5 hours / week, schedule TBD

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Construction Worker (CW) will perform day-to-day construction activities of all assigned projects as part of the NC Catholics Volunteer program. This position will also assist in all aspects of construction activity and volunteer leadership.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

General Contractor Responsibilities:

- Conduct home inspections and assessments
- Create scopes of work for projects
- Perform hands-on construction tasks as directed such as drywall, flooring, and painting
- Comply with all company policies, procedures, and safety requirements and maintain a safe and clean environment.
- Work in conjunction with staff, volunteers and homeowners on projects assigned by supervisor.

60.00

Duties and Responsibilities *continued from page 1*

Volunteer Supervisor Responsibilities: - Direct volunteers on site to ensure all work completed is high quality and on schedule. - Train and work with both skilled and unskilled volunteers on volunteer construction days. - Teach volunteers how to use equipment safely and complete the necessary tasks. - Create a work environment that keeps volunteers engaged throughout the day.	30.00
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- Attend agency, staff, and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	10.00
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Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: Construction

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Construction Years of experience: 3

Qualifications

- Proven work experience in construction
- Knowledge of construction management processes, means and methods
- Knowledge of building products, construction details and relevant rules, regulations and quality standards
- Ability to teach volunteers
- Effective communication and listening skills both verbal and non-verbal.
- Must be able to provide clear driving record upon employment
- Fast paced environment with medium-high stress based on multiple projects, deadlines, timelines and the need to react quickly and respond quickly.
- Must be able to twist, bend, crawl, reach, and perform other actions on a job site
- Ability to lift objects 50 pounds or heavier
- Computer skills: Microsoft Office Suite and other assorted programs
- No General Contractor license needed

*Job responsibilities will involve travel and work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled.

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily office work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

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