

BC Admin Services LLC

Job Description

Job Title:	Construction Technician
FSLA Classification:	Non-Exempt
Reports To:	Senior Construction Manager
Department:	Construction
Direct Reports:	None

Job Summary: The Construction Technician performs tasks to assist in the production and customer service of residential homes to include general labor, cleaning and preparing sites, removing waste materials, performing touch-ups to prepare for the closing of homes and assist in warranty services.

Essential Job Duties and Responsibilities

- Perform a variety of tasks involving strenuous manual labor in new home building construction.
- Ensure the proper use and storage of tools and materials used.
- Obtain prior approval from Director of Construction, Construction Manager and Customer Service Manager for material expenditures over \$100 that are to be charged to BCN.
- Load/unload trucks, haul and hoist materials.
- Ensure that proper safety and incident reporting procedures are followed.
- Report problems to the attention of the Construction Manager, Safety Director and Human Resources.
- Interaction with Homeowners, Boulder Creek personnel, trade partners, and service providers in a way consistent with the Boulder Creek Handbook.
- Other duties as assigned.

Experience and Education

- High School Diploma or equivalent.
- Minimum of 2 years comparable experience working in a related role.
- Experience within residential construction industry a plus.

Knowledge, Skills and Qualifications

- Must possess and maintain a valid driver's license.
- Must be computer literate, with experience in Gmail, Windows and Excel.
- Must understand vague and implicit instructions and react favorably in all work situations.
- Must be adaptable and flexible in dealing with a variety of people and capable of handling difficult situations.
- Ability to work independently and complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

Please Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.

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- Ability to use equipment and tools properly and safely.
- Ability to understand, follow and transmit written and oral instructions.
- Ability to meet attendance schedule with dependability and consistency.
- Some knowledge of proper use of equipment, materials and supplies used in new home building construction work.
- Some knowledge of first aid and applicable safety precautions.
- Willingness and ability to perform manual work following verbal and written instructions.

Physical Demands

The physical demands described below 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.

- Requires bending, stooping and stretching, lifting, pushing, pulling or carrying objects.
- Requires lifting up to 50 pounds.
- Requires normal range of hearing and vision to record, prepare and communicate appropriate reports.
- Requires eye-hand coordination and manual dexterity adequate to operate construction tools, as well as standard office machines such as computers and other office equipment.
- Requires working under stressful conditions and working irregular hours.
- Requires working in areas which are not ventilated or air-conditioned.
- Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.

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.

- Exposed to outside weather conditions, fumes and airborne particles.
- The noise level in the work environment is loud at times.
- The employee will be required to walk terrain that is not yet under construction or under construction and must occasionally traverse terrain with or without streets or sidewalks.
- Regular and predictable attendance at the designated work site is required.

Position Type and Expected Hours of Work

- Full Time Position
- Days and hours of work Monday – Friday from approximately 8am – 5pm

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Compensation and Benefits

- Base compensation range: \$16.35/hour to \$22.15/hour
- Additional compensation:
 - This position does not have a commission plan.
 - This position may be eligible to participate in other company bonus plans as they become available.
 - This position is eligible for a vehicle allowance.
- Benefits: All full-time employees are eligible to participate in the company's benefits programs; including, but not limited to:
 - Medical, dental, and vision insurance
 - Long- and short-term disability insurance
 - Group and voluntary life insurance
 - Paid time off
 - 401(k) retirement plan

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