



Job Description Design and Build Assistant

Job Title: Design and Build Assistant
Reports To: Director of Development, Design and Build (DDD)
FLSA Status: Non-Exempt
Customary Work Days: Monday through Friday
Saturday & Sunday may be added as work level dictates.
Customary Work Hours: 8:30 – 5:00
Hours are extended when workload is increased.

Position Summary The Design and Build assistant is responsible for assisting with building and designing cabinetry and maintaining facility appearance and maintenance. This includes building custom cabinetry, making repairs to the internal appearance at our retail stores.

Duties & Responsibilities

- Maintain doors, windows, furniture and other items
- Monitor and replace weather stripping
- Update paint to keep a fresh, clean appearance
- Patch drywall and paint blemishes
- Perform minor electrical repairs
- Perform minor plumbing repairs
- Fabricate custom cabinetry and furniture
- Build other items as required
- Other duties as assigned.

Job Requirements

Education and/or Experience:
High School Diploma or General Education Degree (GED) required.

And

Valid Driver's License and Clean Driving Record

And

Car or Truck

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to operate required equipment in a safe and responsible manner
- Knowledge of safe operation of basic hand and power tools
- High level of analytical and problem solving abilities.
- Demonstrated capability to interface and maintain effective relationships with co-workers and customers.
- Detail oriented, logical, and methodological approach to problem solving
- Flexible, with the ability to work independently and with minimal guidance
- Time management skills
- Excellent interpersonal and customer service skills.
- Basic carpentry, electrical, plumbing, mechanical, and mathematic skills.



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Language Skills

- Ability to read and speak English proficiently.

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 see, talk, and hear.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, crawl and climb ladders.
- The employee must have the ability to lift and manipulate up to 80 pounds.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).

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.

- Some driving is required
- Retail store and warehouse environment.
- Light chemicals used for cleaning and varnishing.
- The noise level in the work environment is usually moderate.