

Title: Ramps Construction Specialist
Status: Regular, Full-time, Non-exempt

Job Purpose:

Manage and perform all aspects of handicap accessible ramp installation including meeting with clients, project design and production.

Essential Functions:

- Effectively communicate with new leads, clients, and key stake holders
- Customize ramp design, develop project estimates, and perform general admin duties
- Develop and coordinate project schedules
- Order and manage inventory of project materials
- Manage project expenses
- Complete projects in a timely and professional manner
- Develop project tracking, expense, and other required reports
- Safely operate and maintain tools and equipment
- Strictly adhere to Tree Trust's safety policies and procedures
- Assist with regular duties including repairs on equipment and organizing/cleaning shop area
- Provide direct supervision to any crew or assignees
- Other duties as assigned
- Snow removal a condition of year-round employment

Qualifications:

- Must be 18 years of age with a valid driver license and a clean driving record as determined by our insurance carrier
- High school diploma
- Technical degree or equivalent education or experience preferred
- A valid driver's license; CDL preferred
- Knowledge and experience in carpentry and wood frame construction
- Knowledge and experience working with Microsoft Office applications
- Experience operating power tools including circular saw, table saw, miter saw, drill, and other related tools
- Must be able to pass a criminal background and motor vehicle check
- Must have the ability to frequently climb, bend, stoop, twist, and lift 50 pounds

Skills:

- Ability to prioritize tasks, work independently, and meet deadlines
- Ability to organize and manage resources to complete projects on time and within budget
- Must be willing to work outdoors in a variety of weather conditions
- Must be reliable, possess a strong work ethic, positive attitude, and work well within a team
- Must be able to give work direction and work well under pressure within a fast paced, deadline driven environment
- Must be teachable, trainable, and project a proactive attitude - always looking for the next way to find solutions
- Must have strong communication skills and be an effective listener

Tree Trust is an Equal Opportunity Employer