



<b>Job Title:</b>	<b>Repair Manager</b>	<b>Work Hours</b>	Regular Hours, 9 am – 5 pm, Monday-Friday. Occasional evenings, and early mornings required
<b>Organization:</b>	Habitat for Humanity	<b>Position Type</b>	Full-Time – Salary – Exempt Salary \$52,000 - \$55,000 Annually

**Summary**

Reporting to the Executive Director, the position manages Habitat for Humanity of Findlay/Hancock County’s Critical Home Repair program that utilizes volunteer labor and external contractors to repair homes for low-income families in a safe, affordable manner supporting the mission of Habitat for Humanity.

**Job Description**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establish project budgets/schedules for repairs and present to Repair Committee in advance of project commencement.
- Complete all projects on schedule and within budget maximizing volunteer resources, gifts of labor and materials, and family support requests.
- Coordinate, teach and mentor volunteers ranging from beginner to skilled in homebuilding tasks.
- Recruit, develop and deliver trainings, to organize experienced volunteers called Crew Leads to lead work groups during repair events.
- Develop and maintain strong relationships with local contractors and material suppliers resulting in reliable delivery of services, and gifts of labor and materials.
- Development of plans, budgets and materials lists while coordinating timely and complete delivery/staging of all construction materials at repair site.
- Excellent interpersonal communications skills, organized, ability to foster trust, credibility and cohesive teamwork among persons with diverse talents, backgrounds and perspectives.
- Coordinate activities of home repair construction, including but not limited to:
  - meet with homeowner to determine any special needs and to review scope of work,
  - prepare purchase orders for materials and obtain bids for each phase of construction,
  - prepare sites for construction, including procurement of construction repair materials, tools and equipment (purchased or donated),
  - hire subcontractors where appropriate,
  - apply for and obtain appropriate permits and call for inspections, and
  - oversee projects from start to completion utilizing unskilled labor to repair,
  - deliver a positive volunteer and donor experience resulting in returning and growing community participation from donors and volunteers.
  - serve as staff partner for Construction Committee, recruit and retaining committee members, coordinate meetings with committee chair, and attend committee meetings.
- Assist homeowners in the following activities, including but not limited to:
  1. coordination and scheduling of repair project,
  2. educating homeowners in routine house maintenance,
  3. completion of punch list and repair warranty work
- Responsible for quality control, including review of contractor and volunteer work.
- Responsible for safety at repair construction site, including but not limited to:
  - 1) implementation of emergency plan, incident recording and follow up
  - 2) ensure that equipment and tools are in safe, working condition,
  - 3) train volunteers in safety practices, and



4) monitor volunteers, including minors, to ensure safe use of tools and equipment according to age, skill and OSHA and HFHI regulations.

- Ensure that building, accessibility, electrical, plumbing, and construction codes are met or exceeded.
- Executes responsibilities of fiscal policies, i.e. credit card, reviewing/coding all construction expenses, inventory, tracking documentation/receipts, and authorizes payments.
- Maintain order, inventory and upkeep of repair tools, trucks and trailers.
- Other duties as assigned by the Executive Director.

**LICENSES AND CERTIFICATIONS**

- Valid driver’s license

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or equivalent. 3 years’ experience in remodeling construction, Home renovations

**OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- Ability to work independently representing Habitat and to make on-the-spot decisions.
- Handle multiple tasks and repair projects with a high degree of detail and accuracy.
- Remain flexible and adjust priorities when appropriate.
- Exercise mature judgment and make independent and effective decisions while working without close supervision.
- Use discretion when dealing with matters of a sensitive or confidential nature.
- Comfortable working in an office setting and on a construction site.
- MS Office capability, primarily Word and Excel
- Ability to work on a flexible schedule including working occasional evenings and occasional early mornings.
- Ability to complete home repairs with volunteers and utilize sub-contractors when needed,
- Ability to supervise and manage staff (co-ops)/volunteers/contractors.
- Ability to safely operate company vehicles, construction tools and equipment.
- Ability and interest in working with financially challenged families.
- Knowledge and experience with ADA Building Requirements and Codes.
- Proven ability to develop scope of work, material take-offs, budgets and schedules – then implement meet those plans and budgets.

**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 must be made to enable individuals with disabilities to perform the essential functions.

Work will require light lifting up to 50 lbs., carrying weight up to 20 feet. Requires walking and standing to a significant degree.

**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.



Work is primarily performed outdoors (80%) and is not protected from external weather conditions. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases and all types of weather and temperature conditions.

Reviewed By:	WM	Date:	8/10/22
Approved By:	WM	Date:	8/10/22
Last Updated By:	HR	Date/Time:	8/10/22