



HOME REPAIR PROJECT MANAGER JOB DESCRIPTION

Job Title: Home Repair Project Manager

Job Status: Part-time employee / non-exempt-hourly role / 5-20 hours per week (no set schedule)

Reports to: Executive Director and Family Services Manager

Pay Grade: H3-H6

Overview: Do you have a passion for helping people and making a difference in the community? Are you an experienced contractor or handy person who likes fixing things and leading a team? This opening for our part-time Home Repair Project Manager might be the perfect fit for you!

Under the supervision of our Executive Director and Family Services Manager, the part-time Home Repair Project Manager is responsible for Habitat for Humanity Lakeside repair projects and miscellaneous warranty concerns. Through Habitat's home repair program, we are the general contractor and lender. We work with aging, low-income, Veteran and disabled homeowners in Sheboygan County to provide no-interest financing for up to \$15,000 in repairs to keep homes decent and affordable for homeowners.

We're seeking a passionate and community-minded team player to join our team and assist us in helping achieve a world where everyone has a decent place to live.

Schedule Requirements: The position is a part-time role with flexible hours between 8:00 AM and 5:00 PM Monday-Saturday. Hours will vary based on client availability and needs. The ideal candidate will have flexibility to work anywhere between 5-20 hours per week. Travel throughout the entire service area (Sheboygan County) will be required. There is no set schedule and the number of weekly hours may vary based on the number of warranty requests and home repair projects that are approved for financing at any given time. For example, one week may be five hours of site visits and contract proposal write-ups while the next week may be more hours to actually shop for supplies and complete work on a project by yourself or with a group of volunteers.

We are open to hiring 1-2 people to work in this role with the understanding that the individual that assesses and quotes a particular repair or warranty project would be the same person to supervise and follow through to complete the work. This means that if you're looking for a lower or higher number of hours we can work with you based on your schedule and availability.

Duties and Responsibilities

- Conduct site visits at client homes to: #1 assess if a home repair or warranty request meets our criteria, #2 determine what the scope of the work will be and #3 determine whether the work can be completed in house or if it needs to be subcontracted out. Typical repair work and warranty work projects include:
 - Roofing repair/replacement (typically a subcontractor)
 - Electrical, plumbing or HVAC repair or replacement (typically a subcontractor)
 - Interior floors, walls, ceilings, cabinets and woodwork repair or replacement (typically in-house)
 - Porch, exterior steps and railing repair or replacement (typically in-house)
 - Siding, windows and exterior door repair or replacement (typically in-house)
 - Grade/landscape, gutters or downspouts repair or replacement (typically in-house)
 - Sheds, fences or garages repair or replacement (typically in-house)
 - Aging in place/ADA accommodations such as ramps, grab bars, lever style door handles, ADA accessible toilets or showers (typically in-house)
 - Code violations or other compelling circumstances related to a families NEED (varies)
- Develop project budgets and timelines for repairs or warranty concerns and provide oversight of project expenses while meeting all relevant local codes for permitting, zoning and inspections

- Solicit subcontractor proposals for any repair or warranty needs which cannot be completed by our staff or volunteers; negotiate discounts and donations as able
- Price out/purchase materials for jobs we complete in-house; negotiate discounts and donations as able
- Complete small jobs on your own and supervise the work of volunteers and subcontractors for larger jobs; to include site prep, volunteer orientation, safety training and inspection of all work
- Participate in weekly meetings to update other Habitat staff on work progress and needs
- Code and submit weekly receipts and invoices for processing
- Maintain and care for all relevant affiliate property, including job trailers, construction tools & equipment, warehouse space and job sites to keep them organized, clean and safe at all times
- Attend monthly construction committee meetings
- Assist with new construction builds or special events as needed and as your schedule allows
- Demonstrate excellent customer service and communication skills to all internal and external stakeholders

Desired Skills, Education & Experience

- Must be a licensed General Contractor in Wisconsin, or have met the requirements to be a “qualified person” for Habitat’s General Contractor license, or must be willing to take the necessary steps to be licensed or act as a qualified person in Wisconsin, which may include taking additional exam(s) in Wisconsin.
- Minimum 3-5 years residential construction and repair related experience required, with minimum 1 year of site supervisory experience or coaching/training experience
- Broad knowledge of residential construction and residential repairs, jobsite safety, OSHA requirements, local building codes and policies & procedures for permitting, zoning and inspections
- Knowledge of and experience with bidding, hiring and supervising subcontractors
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities
- Patience and willingness to teach construction skills to volunteers and students of all abilities
- Excellent verbal & written communication skills including experience and comfort with public speaking
- Strong interpersonal skills with ability to interact well with a variety of people and personalities
- Experience with Microsoft Office & Google products including Word, Excel, PowerPoint, Gmail email
- Strong interest in working in the nonprofit sector and supporting the mission, vision and strategic direction of Habitat for Humanity Lakeside as we work to create a community where everyone has a decent place to live

Other Job Requirements

- Pass a criminal background check and sex offender registry check
- Valid Wisconsin driver’s license and able to meet the automobile insurance guidelines of Habitat for Humanity Lakeside in order to operate the construction truck and move construction trailers
- Hold a valid residential contractor’s license or pass the exam to get one in order to pull permits
- Hold a lead-safe renovator certification or pass the exam to get one in order to work on older home repairs
- Hold a valid CPR/first aid training certificate or pass a class to get one
- Hold a valid Competent Person Safety Training certificate or get one

Work Environment and Conditions

- Our Mission: Seeking to put God’s love into action, Habitat for Humanity brings people together to build homes, communities and hope. Applicants must be comfortable working for a Christian organization.
- Operating within the construction, retail and human services industries, applicants must be sensitive to the large diversity of people who will interact with our organization
- Applicants must be comfortable with extended periods of: frequent bending, squatting, lifting, climbing and repetitive motions and working in hot or cold weather for extended periods of time while on the construction site AND be comfortable with extended periods of time sitting at a desk using a computer, answering phone calls, using email & other office equipment while performing administrative duties in an office setting
- Applicants must have the ability to lift and carry a minimum of 50 pounds

Habitat for Humanity Lakeside is an equal opportunity employer. We seek to use and assign the best qualified staff for all of our positions in a way that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status, or any other status or characteristic protected by law.

Job Description Acknowledgment

I hereby acknowledge that I have received, reviewed and fully understand the job description for the Home Repair Project Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described within the job description.

Printed Name

Signature

Date