

## **Habitat for Humanity of Northern Fox Valley    Job Description: Critical Home Repair Coordinator**

**REPORTS TO:** Construction Manager

**WORKS WITH:** HFH volunteers, sponsors, subcontractors, staff members and homeowners

**HOURS:** Part-time, 10-20 hours per week, some Saturdays required, 80% of time on planning, preparing, office, meetings, 20% on site.

### **Job Description**

Habitat for Humanity of Northern Fox Valley's Critical Home Repair Program is designed to serve low-income homeowners requiring assistance with health, safety, or code violation issues on the interior or exterior of their homes. Examples of potential repair projects could include: roof replacement, exterior painting, decks or ramps, mechanical equipment replacement, etc. Work will be completed by volunteers when appropriate, with subcontractors fulfilling more technical repairs and where a licensed professional is required. Volunteer projects typically should be able to be completed in a couple project days at most.

### **Overall Responsibilities**

Understand Habitat for Humanity's programs

Accountable for managing and meeting all of the construction functions of a repair project

Ensure compliance with all Federal, State and Local laws, codes and ordinances

Assist in establishing a budget and schedule for the project, complete project on budget and on schedule

Ensure quality construction, compliance with HFHNFV standards, manage site safety

### **Major Duties/Responsibilities**

Responsibilities include project management from planning to permitting, through the final completion of punch list items. Primary duties include inspecting projects, determining scope of work and budgets, scheduling, directing and training skilled and unskilled volunteers, bidding and scheduling subcontractors, ordering materials, and assuring compliance with building codes.

### **Planning/Scheduling**

- Review applications for potential projects
- Inspect existing site conditions for required repairs
- Prepare scopes of work detailing the extent of contracted and/or volunteer built work
- Communication with homeowners
- Develop and adhere to construction plans, standards and schedules to meet affiliate and sponsor goals
- Communicate schedule adjustments to HFH staff
- Be present at volunteer staffed worksites
- Prepare list of construction tasks for workdays
- Coordinate any required architecture and engineering; submit building permit applications
- Establish budgets for each project, track and ensure cost controls, quality standards
- Manage site safety and compliance with affiliate risk management policies and procedures

### **Volunteer Management**

- Teach non-skilled volunteers how to use tools and train them on the day's construction tasks
- Provide safety talk and be aware of safety hazards throughout the day
- Monitor the work done by volunteers and subcontractors to ensure construction quality
- Maximize volunteer usage

### **Materials/Paid Labor**

- Develop take-offs, manage bids and place material orders as requested by the Construction Manager
- Solicit in-kind donations of materials and labor
- Submit coded invoices promptly
- Manage subcontractors

**Public Relations/Fundraising/Partner Families**

- Explain Habitat mission, goals, programs, etc to volunteers, neighbors and the public as needed
- Cultivate relationships with crew leaders, donors and sponsors
- Help develop policies and procedures with HFH staff regarding construction, standards and safety
- Communicate standards and product choices to partner families and ensure compliance

**Requirements and Skills**

Ability to work with volunteers, donors and sponsors and ensure they have a good Habitat experience

Ability to read construction drawings

Knowledge of all phases of construction

OHSA 10 Hour Safety for the Construction Industry Training

Ability to work effectively as a member of a diverse team in a manner which retains supporters

Ability to plan, organize and delegate

Ability to communicate in both written and verbal form

Passing a drug test and background check

**Working Conditions**

Site work requires broad mobility, ability to climb ladders to roof level and into foundations, ability to lift at least 75 pounds

Travel to construction sites and warehouses independently

Ability to drive vehicles with trailers, as well as bobcat and forklift preferred