

Central Delaware Habitat for Humanity

Position Title: Repairs Manager

FLSA: Exempt

Department: Affiliate/ReStore

Reports Directly To: Director of Neighborhood Revitalization

Date of Job Description: 1/2023

Basic Function: Dimensions: The Home Repair Manager will be a part of the neighborhood revitalization (NR) team by managing all repair projects from application to completion. Central Delaware Habitat for Humanity has numerous repair programs such as home preservation, critical home repairs, healthy home repairs, insulated skirting and other initiatives that the Manager will be responsible for implementing. Home Repair Manager will not only manage the repair projects but also interact with homeowners and/or other applicants on a daily basis, build relationships with contractors throughout the service area, cultivate relationships with other organizations providing similar services and other community members. This position will report to the Director of Neighborhood Revitalization .

Dimensions:

- Commitment to Habitat Program and Mission Statement
- Detail oriented
- Organized
- Strong customer service skills
- Comfortable going into homes that are in need of repairs.
- Flexible in dealing with an ever-changing schedule

Principal Accountabilities:

- Serve as the primary contact to Habitat for the repair programs. This includes assisting with the application process, explaining the programs, monitoring the status of each projects.
- Process and approve applications.
- Maintain the budget for each project that aligns within the funding parameters.
- Submit reports as needed for the various programs which includes tracking information needed for grant reporting.
- Develop and maintain partnerships with other repair programs.
- Conduct site assessments to identify the eligible work in conjunction with a subcontractor.
- Promote the repairs program to potential applicants throughout the focus neighborhood(s).
- Ensure and take responsibility for timely, financially sound and accurate completion of all home repair projects. Ensure that the project meets the original scope of work and that the homeowner signs-off that the work has been completed satisfactorily.
- Schedules and monitors sub-contractor and inspects activities to ensure timely and accurate project completion.
- Track status of all repair projects.
- Solicit and accepts bids from sub-contractors for each project to ensure costs align with the budget.
- Obtain all necessary sub-contractor documentation for CDHFH's records.
- Coordinate any new repair initiatives with the same detail as any home repair program.
- Prepare a detailed scope of work for each project with pictures.
- Ensure that repairs are built to code and pass inspection if required.
- Coordinate the Insulated Skirting Program from application to completion.
- Coordinate all repairs for Rock the Block which include scope of work, materials, management of repair, tools and budget.

Knowledge/Skills Required:

- Associates degree or higher in related field or a minimum of 2 years paid equivalent work experience.
- 2 years of construction experience in owner occupied home repairs with general knowledge of plumbing, electrical and mechanical trades, preferred.
- Program management and leadership experience is critical.
- Nonprofit housing construction experience is a plus.
- Ability to multitask is a must.
- Successful candidate will possess a temperament which will be suitable for the environment of a nonprofit organization and the ability to create a work environment that is cheerful, productive and inclusive.
- Needs to be able to operate a computer for at a minimum email, web searches, Word and Excel documents.
- 40% of job is in the field managing projects and 60% is administrative in the office.
- Ability to drive any CDHFH vehicles and tow tool trailers.
- Need to be able to stand for long periods of time and lift at least 75 lbs. Will also need to be able to climb ladders to inspect roofs and crawl under homes for inspections.
- Basic mathematical aptitude to calculate building measurements, quantities, etc..
- Valid Driver's License
- Able to pass a background check

Internal Interactions:

ReStore Staff, Habitat Affiliate Staff

Estimated Time Commitment: 40 hours a week, some nights and weekends required

External Interactions: Donors, Sponsors, Customers, Volunteers, and Other ReStore Managers/Directors

Employee Signature: _____ Date: _____

Manager's Signature: _____ Date: _____