



Home Repair Supervisor

Vision: A world where everyone has a decent place to live.

Mission: Seeking to put God's love into action, Palouse Habitat for Humanity brings people together to build homes, communities, and hope.

Values: Welcome to Palouse Habitat for Humanity. You can count on us to help bring the community together to meet our neighbors' housing needs with integrity, compassion, sustainability, and professionalism.

Position Summary:

Protecting the equity a family has built in their current affordable home by performing critical home repairs is just as important to Habitat's mission as welcoming families into new affordable homes. In 2024, Palouse Habitat for Humanity (PHFH) performed more than 50 home repair projects to do just that. While our primary focus has been on our Ramps and Rails program, we seek to expand our service to the community by offering age-in-place and ADA home modifications, as well as more substantial, critical home repairs.

Under the guidance of the Construction Manager, the Home Repair Supervisor will manage and organize the activities of Habitat volunteers on home repairs projects. They serve as an instructor, relying on their construction experience to educate and direct volunteers and staff engaged in Habitat home repair projects. They will conduct themselves in a professional manner at all times and demonstrate patience and expertise in their work while supporting Habitat's ongoing mission to provide safe, affordable housing around the Palouse.

Duties and Responsibilities:

1. Promote the mission of PHFH
 - a. Engage community volunteers meaningfully in all aspects of construction work.
 - b. Teach volunteers the skills and safety needed to complete each project.
2. Oversee the Ramps and Rails Program
 - a. Scope ramps and rails installation projects.
 - b. Lead volunteer teams on ramps and rails installations.
 - c. Assist the Construction Manager in scoping minor home repair requests.
 - d. Line out work for volunteers and demonstrate the proper, safe handling of power tools and equipment.
 - e. Create a positive learning work environment for volunteers and staff.
3. Work with the Construction Manager to
 - a. Develop good working relationships with homeowners, volunteers, subcontractors and vendors.

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- b. Uphold the image of PHFH and show care for the homeowner and community's investment by keeping job sites safe, organized and tidy.
 - c. Ensure materials and tools are available and at the work site when required, and resources are organized for volunteers.
 - d. Manage build site waste, recycling, material reuse and material storage.
 - e. Contribute to OSHA and L&I compliance by
 - i. Ensuring PHFH, HFHI and OSHA safety policies are followed on-site, and that adequate training is provided to anyone engaged in Habitat home building.
 - ii. Complete required safety training and certifications including Competent Person Training, CPR and OED.
 - iii. Attending weekly safety meetings.
 - iv. Documenting site walkarounds in project management software.
 - v. Verifying all fall protection plans are posted and adhered to, and general safety measures are followed.
 - f. Assist in managing PHFH shop inventory and report equipment and material requests to the Construction Manager.
4. Administrative Responsibilities:
- a. Report the daily status of projects to the Construction Manager and log data metrics in the construction management software for HFH-International reporting.
 - b. Manage the collection of Scope of Work Agreements between PHFH and homeowners.
 - c. Work with the Outreach Coordinator to schedule and prepare volunteer teams.
 - d. Ensure that everyone on the Habitat build site has completed the registration and waiver forms, and that they meet PHFH and HFHI policy requirements for age, tool use, etc.
 - e. Participate in homeowner meetings, staff meetings, and special events as required.
 - f. Ensure paperwork and receipts are turned in on time.
 - g. Support the Habitat development team to help share the "Habitat story" by working with the development team to secure build site photography, assist with newsletter updates, and participate in PHFH fundraisers.
 - h. Participate in planning and team activities to promote PHFH's service to the community.

Required Skills and Characteristics:

1. Experience in residential home construction, including hands on experience in carpentry, finish carpentry, painting, and a working knowledge of roofing, electrical, plumbing, etc.
2. High standards of personal and professional integrity and accountability.
3. Familiarity with construction documents, such as architectural renderings or schematics.
4. Familiarity with construction materials and mathematic skills needed to complete construction projects,
5. Comfortable using Microsoft Office Suite and construction management software.
6. Strong interpersonal, written and verbal communication skills.
7. Experience and skill with the tools, equipment and practices involved in home repairs and ramp installations.
8. Able to work with volunteers, skilled and unskilled workers with a positive and compassionate attitude.
9. Detail oriented, possess strong problem-solving skills and able to identify quality workmanship.

10. Flexible attitude to handle the changing nature of construction.
11. Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc. Required to lift 50 pounds or more.
12. Able and willing to drive distances within Whitman and Latah County (see company vehicle information below).
13. Capable of completing the Habitat for Humanity Competent Person training and other certifications as required by HFHI and PHFH. Comfortable with the math skills related to construction.
14. High School Diploma or equivalent.
15. Valid driver's license with clean driving record.
16. Dependable transportation.
17. Able to report to work as scheduled.
18. Pass a sex offender and criminal background check.

Preferred Skills:

1. Familiar with nonprofit organizations or similar mission-related work.
2. Previous experience as a volunteer, or supervising volunteers.
3. Experience with Smartsheet project management platform.
4. Familiar with Washington and Idaho building codes, including the 2021 WSEC.

Position:

1. Pay: \$20-23 per hour, DOE.
2. FLSA Status: Non-exempt
3. Hours: Minimum 20 hours per week, with opportunity to increase to full-time
4. Work Schedule: Tuesday – Saturday
5. Location: Primarily in the field (various sites around Latah and Whitman counties)
6. Reports to: Construction Manager
7. Oversees: Home Repair Program volunteers
8. Benefits: (For full-time, more than 30 hours, only)
 - a. Health insurance (including vision and dental)
 - b. Use of company phone, company laptop/tablet and company vehicle
9. Time off: (unpaid if less than 40hrs) Six federal holidays, plus one week each at Thanksgiving and Christmas.
10. Certifications & Training: PHFH will pay for HFHI and OSHA required certifications, safety training, and OED and CPR certifications.
11. Open until filled.

To apply, submit a resume and cover letter to:

Natalie Hoke at [marketing @ palousehabitat . Org](mailto:marketing@palousehabitat.org)

Palouse Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation,

gender identity, marital status, national origin, disability, protected veteran status or any other status protected by law.

Palouse Habitat for Humanity is a drug-free workplace.

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