



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:

Under the guidance of the Construction Manager, the Home Repair Supervisor will manage and organize the activities of Habitat volunteers on home repair 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 ensure a safe and positive experience for the volunteers and homeowners. They will ensure an OSHA compliant worksite and that all projects meet the appropriate building and safety codes. They will always conduct themselves in a professional manner and demonstrate patience and expertise in their work while supporting Habitat's ongoing mission to provide safe, affordable housing around the Palouse. As part of our mission, Habitat envisions this program expanding to serve a broader range of home repair needs for low- to moderate-income residents of the Palouse.

Duties and Responsibilities:

1. Promote the mission of Palouse Habitat for Humanity (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. Manage incoming requests and respond to applicants in a timely manner.
 - b. Work with the Homeowner Services Manager to obtain all necessary applicant information prior to initiating work.
 - c. Prioritize incoming requests and build/manage a schedule to complete them.
 - d. Scope ramps and rails installation projects and design solutions unique to each site, meeting all applicable code requirements.
 - e. Ensure materials and components are available and ready for workdays.
 - f. Lead volunteer teams on ramps and rails installations.
 - i. Facilitate pre-work safety meetings with volunteers based on applicable scope of work, including but not limited to the proper safe handling of power tools and equipment.

- ii. Arrange work in a way that includes the maximum amount of volunteer engagement (as appropriate).
 - iii. Create a positive learning and working environment for volunteers and staff.
- 3. Work with the Construction Manager to
 - a. Develop good working relationships with homeowners, volunteers, subcontractors, and vendors.
 - b. Uphold the image of PHFH and show care for the community's investment by keeping job sites and work areas safe and well organized.
 - c. Ensure materials and tools are available and at the work site when required, and resources are organized for volunteers.
 - d. Manage work 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 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 safety 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 HFHI reporting.
 - b. Manage the collection of Scope of Work Agreements between PHFH and homeowners.
 - c. Work with the Volunteer Coordinator to schedule and prepare for 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 volunteer meetings, staff meetings, and special events as required.
 - f. Ensure that paperwork and receipts are coded and 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 events.
 - 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.
- 2. High standards of personal and professional integrity and accountability.
- 3. Familiarity with residential building codes, such as the 2018 and 1021 IRC and the SBCC.
- 4. Familiarity with construction documents, such as architectural renderings or schematics.
- 5. Familiarity with construction materials and mathematic skills needed to complete construction projects.
- 6. Comfortable using Microsoft Office Suite and construction management software.
- 7. Strong interpersonal, written, and verbal communication skills.

8. Experience and skill with the tools, equipment and practices involved in home repairs and ramp installations.
9. Able to work with volunteers, skilled and unskilled workers with a positive and compassionate attitude.
10. Detail oriented, possess strong problem-solving skills and able to identify quality workmanship.
11. Strong organization skills.
12. Flexible attitude to handle the changing nature of construction.
13. Physically able to work in a construction setting: lifting, digging, climbing, bending, working at height, etc. Required to lift 50 pounds or more.
14. Able and willing to drive distances within Whitman and Latah County (see company vehicle information below).
15. Capable of completing the Habitat for Humanity International (HFHI) Competent Person training and other certifications as required by HFHI and PHFH.
16. High School Diploma or equivalent.
17. Valid driver's license with clean driving record.
18. Dependable transportation.
19. Able to report to work as scheduled.
20. Pass a sex offender and criminal background check.

Preferred Skills:

1. Other construction experience including, but not limited to concrete work, painting, roofing, electrical, plumbing, sheetrock, siding, etc.
2. Familiar with nonprofit organizations or similar mission-related work.
3. Previous experience as a volunteer, or supervising volunteers.
4. Experience with Smartsheet project management platform.

Position:

1. Pay: \$23 - \$26 per hour, DOE.
2. FLSA Status: Non-exempt
3. Hours: Full Time
4. Work Schedule: Monday through Friday, 8-5pm with room for flexibility depending on applicant needs.
5. Location: Construction office and warehouse based in Moscow, ID. Daily operations for scopes and installs occur across Whitman and Latah Counties.
6. Reports to: Construction Manager
7. Oversees: Home Repair Program volunteers
8. Benefits: (For full-time only)
 - a. Health insurance (including vision and dental) for those working 30 hours or more
 - b. Option of a Simple IRA Retirement plan, available after one year of employment and a minimum of \$5000 earned

- c. Paid vacation, sick leave, and personal days. Vacation is accrued based on length of service. Additional paid time off includes federal holidays, a week at Thanksgiving and a week at Christmas.
 - d. Use of company phone, company laptop/tablet and company vehicle
9. Certifications & Training: PHFH will pay for HFHI and OSHA required certifications, safety training, and OED and CPR certifications, and will consider further professional development opportunities to help the Home Repair Manager best meet Habitat's service goals.
10. Open until filled.

To apply, submit a resume and cover letter to:

Maja Jovanovich, Construction Manager at m.jovanovich@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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