

COMMUNITY HOUSING SOLUTIONS JOB DESCRIPTION

Position Title: Home Repair Manager

Reports To: Executive Director

Job Summary:

This position leads the completion of home repairs with our construction staff, volunteers, and subcontractors to meet annual project goals. The management responsibilities include defining the repair scope of work, overseeing staff and volunteer assignments, and inspecting the final work completed to make sure it meets building code and work quality standards.

Responsibilities:

- Manages the Lead Carpenters which includes hiring, training, setting annual performance expectations and scheduling weekly home repair assignments.
- Listens and communicates professionally with clients to understand home repair needs and explain expectations of what CHS can accomplish with repairs.
- Inspect and assess client's whole house for requested repairs as well as other identified needs creating a scope of work, cost estimate and pictures.
- Presents scope of work for approval to Home Repair Committee aligning home repair tasks with funding available, most urgent needs and best practices.
- Schedules and assigns home repair projects utilizing staff, volunteers, and subcontractors along with applying for Building Permits and procuring materials.
- Lead or assist with staff on more complicated home repair projects to support training and development of staff construction skills proficiency and efficiency.
- Inspects all projects when finished to make sure all tasks were completed to both building code and quality standards for our work.
- Develop and maintain excellent vendor relationships necessary for the operations of our repairs with suppliers, subcontractors, and building inspectors.
- Ensures all home repair supplier and vendor receipts or invoices are accurately coded and turned in on a timely basis.
- Share our mission by engaging with our volunteers, funders, and other community partners that come out to work or visit our job sites.

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Relationships

Internal: Community Housing Solutions Staff and Board

External: Homeowners, Volunteers, Subcontractors, Funders and Nonprofits

Qualifications

Education:

- High school diploma or GED required.
- Bachelor's degree preferred.
- Strong knowledge of local Building Codes.
- General Contractor's license preferred.

Experience:

- Five years or more in home repairs, remodeling, or lead carpenter role.
- Five years in construction project management, with sufficient experience in restoration, renovation, and repairs of homes.
- Providing services to older adults or disabled individuals.

Skills:

- Strong communication skills leading a team.
- Excellent organizational skills to handle multiple priorities and projects.
- Proficient in using hand and power tools used in residential construction.
- Desire to help others with an ability to work with a diverse group of homeowners, staff, volunteers, and community agencies.
- Proficient in utilizing online system applications with iPad.

Physical requirements (if applicable):

- Able to lift and carry building materials, tools, etc. up to 50 lbs.
- Valid driver's license.
- Ability to drive large work trucks or vans.
- Work schedule will be 5 days per week working 40 hours per week, normally Monday through Friday, but can include some Saturdays when volunteer groups are scheduled in advance.

Hours of Work: 5 days a week working from 7:30am to 4:00pm.

Revised: April 22, 2021