

Home Repair Site Supervisor

OVERVIEW: Habitat for Humanity MetroWest/Greater Worcester is an independent 501 (c) 3 affiliate of Habitat for Humanity International with an annual budget of approximately \$3 million serving 42 communities in Central Massachusetts. We are an ecumenical faith-based organization founded on the conviction that every man, woman and child should have a simple, decent, affordable place to live in dignity and safety. The Habitat program is one of self-empowerment based upon “a hand *up*, not a hand*out*“. Our mission is “Putting God’s love into action, Habitat brings people together to help build homes, communities and hope.”

JOB SUMMARY: Habitat for Humanity MetroWest/Greater Worcester’s Home Repair Program was established to help those improve upon the place they call home. By partnering with community homeowners, the Home Repair Program can assist families in the repairs they need, maintaining the safety and longevity of their homes. The Home Repair Site Supervisor will assist and facilitate all aspects of the construction side of the program. From doing the initial scope of work assessments, ordering materials, coordinating any necessary contractors, to hands on doing the necessary repairs. The Home Repair Site Supervisor will work alongside Habitat volunteers as well as AmeriCorps Members.

Skills and Qualifications:

A. Planning for Home Repair Projects

- Arrange for site services needed for each project (e.g. dumpster & porta-potty)
- Assure that Habitat has the necessary tools and equipment for construction and that they are well maintained
- Provide an end-of-day update to Construction Manager
- Attend Construction Meetings as required

B. Management of Materials & Tools

- Bring tools & equipment to the site as needed
- Order, inventory & check quality of materials delivered to site and return rejects

C. Supervise Volunteers & Sub-Contractors

- Coordinate with Construction Manager to schedule the subcontractors
- Coordinate with Volunteer Coordinator to schedule volunteers
- Protect homeowners belonging and yard before and during construction
- Teach volunteers how to complete the necessary tasks
- Involve the current homeowners in the construction process, if possible, team with regular volunteers

- Assure that all work is done with high quality and completed in a timely manner
- Remove all tools, equipment and materials from site at end of project and perform final cleaning
- Monitor day-to-day, site safety and ensure that the requirements of Occupational Health and Safety Act are enforced

D. Inspections

- Assume responsibility for meeting all applicable building codes
- Call and schedule the appropriate inspections for the project

E. Punch lists

- Ensure that all punch list items are completed correctly and in a timely manner
- Discuss homeowner's assessment of the work and any remaining items

Required:

- Home Repair Contractor License
- Lead Certification, or willingness to be lead certified

Preferred Requirements

- Emotional Intelligence: ability to work with different homeowners, lead volunteers and sub-contractors
- Construction Supervisor's License

Reports to: Construction Manager

Full time, non-exempt: This job will be full-time Tuesday-Saturday with occasional evenings.

Pay range: \$45,000 - \$53,000/year

Background check including driving record & CORI/SORI will be required of finalist.

To Apply: Send resume, cover letter and salary requirements by e-mail to:

paul.rebello@habitatmwgw.org