



## **Home Repair Site Supervisor**

**Full-Time | 40 Hours per Week**

**Contact Paul Rebello, Construction Manager:**

**[paul.rebello@habitatmwwg.org](mailto:paul.rebello@habitatmwwg.org) for further information.**

**OVERVIEW:** Habitat for Humanity MetroWest/Greater Worcester is an independent 501 (c) 3 affiliate of Habitat for Humanity International serving 42 cities and towns in Central Massachusetts. We were founded on the conviction that every man, woman and child should have a simple, decent, affordable place to live in dignity and safety.

**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

Compensation & Benefits Salary Range: \$45,000 - \$53,000

This position is salaried, non-exempt and eligible for overtime in accordance with Massachusetts and federal wage and hour laws.

Habitat for Humanity MetroWest/Greater Worcester offers a competitive benefits package, which includes:

- Medical, dental, and vision insurance
- Competitive vacation time with tenure-based accrual increases
- Paid holidays and sick time
- Retirement plan

This is an opportunity to support a mission-driven nonprofit organization with a long-standing presence in our community, working alongside passionate colleagues committed to affordable housing and community impact.