



## Position Description

<b>Title: Repair Project Supervisor</b>	<b>Employment Status: At Will</b>
<b>Department: Construction</b>	<b>FLSA Status: Full-time Non-Exempt</b>
<b>Reports to: Homeowner Services Manager</b>	<b>Supervises: Volunteers and Vendors</b>

### MISSION:

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

### GENERAL DESCRIPTION:

The Repair Program Supervisor is responsible for supervising volunteers and vendors of assigned repair site (s). This position is also responsible for working with the Director of Homeowner Programs and Construction Superintendent as needed. This position reports to the Homeowner Services Manager.

### PRIMARY RESPONSIBILITIES:

- Will serve in the capacity of supervisor for repair projects.
- Will transport (and has experience doing so) a 12ft repair trailer to and from the repair site.
- Responsible for initial Scope of Work visits and the determination of the cost for each project post Scope of Work visit.
- Responsible for identifying and purchasing materials for each repair, following any specific grant or funding guidelines as it pertains to program reporting or schedule deadlines.
- Responsible for the collection of building material receipts for each repair, applying appropriate accounting codes to ensure proper cost tracking by site.
- In the event no repair is active, repair supervisor will assist with new construction activities.

### CORE RESPONSIBILITIES ON SITE:

- Responsible for leading volunteers and vendors at these assigned repair site(s).
- Responsible for teaching volunteers all aspects of building skills needed for these repair project(s).
- Performing a safety briefing each morning with volunteers, mimicking the new construction briefing.
- Performing CERVIS volunteer sign-in/out activities, and task assignment with all volunteers participating on each repair site(s).
- Planning and preparation for daily activities for these repair project(s).

- Responsible for maintaining appropriate and timely inventory of materials and tools to make sure PPHFH can accomplish all tasks necessary for each repair(s) in advance of the actual service date.
- Responsible for establishing, identifying, and maintaining safe working conditions for each work site.

#### **KNOWLEDGE & SKILLS:**

- Ability to balance leadership and construction/repair volunteer management roles.
- Strong ability to work both autonomously and with a team.
- Self-starter and ability to work independently while communicating clearly and timely with volunteers and supervisor the goals and needs of each project.
- Experienced knowledge of residential construction and volunteer supervision.
- Makes prompt effective project and volunteer management decisions including successful and effective problem resolution independently. Ability to think and act decisively, with safety in the forefront.
- Exceptional communication skills, particularly when explaining safety and project steps to skilled or unskilled volunteers.
- Ability to prioritize and work independently; self-starter and self-motivator; proactive.
- Excellent interpersonal skills with diverse types of people that demonstrate integrity, honesty, and dignity towards others.
- Positive, optimistic outlook that fosters an upbeat work environment that creates desire for volunteers to continue opportunities to support PPHFH's mission.
- As the supervisor on each repair program, all will practice identical safety measures (ie ladder safety, protective head/eye gear etc.) on the repair site as applied on the new construction site.
- Ensure volunteers adhere to those safety measures.
- Ensure that COVID19 safety measures are applied to the job (masks, disinfecting tools, social distancing when appropriate etc.) for as long as COVID remains a threat to staff, volunteer, homeowner, and others' safety.
- Provide ample time towards the end of each day to clean-up the site, disinfect tools and return the trailer to the Restore South north lot as necessary.

#### **EDUCATION/EXPERIENCE:**

- Five (5) or more years of direct on-site residential construction and repair supervisory experience with increasing responsibility in an applicable setting.
- Thorough understanding of and project management experience in the residential home construction and repair process, including but not limited to painting, landscaping, siding, window replacement, roofing, framing, and concrete pouring.
- Knowledge of applicable current Pikes Peak Regional Building residential construction codes. (Type B or C license preferred.)

#### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to work effectively and safely in construction site environments while demonstrating the mission and core tenants of Habitat for Humanity. (Integrity, Dignity of others, Teamwork, Continuous Improvement).
- Ability to adequately traverse a residential construction job site; reading blueprints/reports, use of hand tools (hammers, drills, etc.) and electric tools, accurately measure, use of ladders, climbing to high heights, jumping, lifting, carrying (minimum 50 lbs.) or other similar

activities to complete construction requirement(s).

- Ability to evaluate completed construction tasks/stages for their correctness and correct errors in a timely and professional manner.
- Ability to communicate assigned tasks clearly and politely or to convey information to staff and volunteers.
- Ability to maneuver typical construction site obstacles, including heights, uneven ground, overhead safety zones, etc.
- Mobility required as responsibilities included visiting construction job sites and attending meetings across El Paso County.
- Requires valid driver's license and ability to meet company's insurance requirements.

#### **WORK ENVIRONMENT AND CONDITIONS:**

- Work schedule is Tuesday – Saturday for eight hours each day 8:30-4:30.
- Exterior working environment during a variety of weather conditions.
- Interior working environment dependent on repair scope.

#### **ACCOUNTABILITY:**

- The applicant/team member shall be:
  - In agreement with the job description.
  - In agreement with the policies and guidelines of Pikes Peak Habitat for Humanity.
- And perform other projects and tasks as may be assigned.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

Pikes Peak Habitat for Humanity complies with all applicable Equal Employment Opportunity laws. Employment decisions are made without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

#### **COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to \$20 - \$30 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays.

#### **APPLICATION TIMELINE & INSTRUCTIONS:**

- Position will remain open until filled
- Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**