



Position Description

Title: Repair Project Supervisor	Employment Status: At Will
Department: Home Repair Program	FLSA Status: Full Time Non-Exempt
Reports to: Home Repair Program Manager	Supervises: Volunteers and Vendors

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 Home Repair Program Manager, Chief Programs Officer, and Construction Superintendent as needed.

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, providing Statement of Work with estimates of material and labor 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 may 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, copying 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 repairs as well as 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 project, will ensure safety measures are followed according to the safety manual. (ie ladder safety, protectivehead/eye gear etc.)
- Ensure volunteers adhere to those safety measures.
- Ensure that health safety measures are applied to the repair site (masks, disinfecting tools, social distancing when appropriate etc.) as necessary.
- Provide ample time towards the end of each day to clean up the repair site, put away tools and return the trailer to secure parking area.

EDUCATION/EXPERIENCE:

- Five (5) or more years of direct on-site residential construction and repairs. 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 Bathroom, remodels, handicap accessibility, painting, siding, window and door 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 home repair 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:

- Generally, Monday through Friday schedule, with hours to be determined based upon projects.
- 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:

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone 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
- 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**

ABOUT PIKES PEAK HABITAT FOR HUMANITY:

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.