



Construction/Home Repair Program Coordinator

Job Summary: The Habitat for Humanity of Green County (HHGC) Construction/Home Repair Program coordinator oversees all aspects of the home repair program, from the initial planning stages through project completion. Position also includes program planning and development, coordinating schedules, managing assigned staff and volunteers, maintaining a safe work site, and working closely with the Habitat team to continuously refine and improve the effectiveness of the program.

Reports to: HHGC Board of Directors President.

Responsibilities and Duties:

Construction Activities:

- Work with site selection committee to identify suitable building lots and rehab projects.
- Work with HHGC board to maintain all relevant affiliate property, including job trailers, construction tools & equipment, warehouse space and job sites.
- Assist in developing construction repair plans and specifications.
- Organize timely ordering and delivery of materials and supplies including GIK (Gift in Kind).
- Obtain appropriate surveys, permits and inspections.
- Maintain and ensure on time and on-budget completion of projects.
- Ensure all standards are met related to accessible and energy efficiency practices and other building programs in which the affiliate may be involved; explore new construction methods and materials.
- Monitor site recycling, material reuse, and material storage activities.
- Maintain tools and equipment inventory. Coordinate tools and equipment among construction sites.
- Oversee completion of "punch-list" items and coordinate any warranty work required in first year.
- Conduct walk-through inspection with homeowner upon completion of the home repairs, providing necessary warranty cards and manuals for the homeowner manual.

Supervisory Role:

- Responsibility to provide staffing, leadership and adequate materials and tools to create excellent volunteer experiences on construction sites.
- Creatively engage volunteers with a variety of skill levels and provide opportunities to learn new skills.
- Ensure proper training and instructions on Habitat's construction practices and safety procedures are given to all volunteers.
- Enforce safety policy and OSHA safety standards on site.
- Notify staff of any injury or incident occurring on site and submit documentation via incident report.
- Act as a member of the build and site selection committee, providing monthly reports of projects.

Communication:

- Work closely with HHGC board and committees to coordinate weekly and monthly schedules as well as long-term planning for volunteer needs.
- Notify family mentors and/or office staff of any issues or concerns arising on site.
- Turn in paperwork including invoices, receipts and mileage claims in a timely manner.
- Participate in the groundbreaking and dedication ceremonies for each home.

Administrative Responsibilities:

- Strive to build and sustain beneficial community partnerships, including subcontractors, donors and support agencies.
- Review and approve invoices and sales slips for purchased materials and all other construction-related expenses.
- Implement a regular bidding process for subcontractor and vendors where applicable. Develop good working relationships with subcontractors. Ensure contractor's license and certificate of insurance are on file prior to subcontractor starting project.
- Develop and utilize annual budgets for home repairs, tool and equipment acquisition.
- Provide a climate and culture as a Habitat representative that is supportive of the mission and ministry of HHGC through encouragement, communication, education and respect.

Qualifications:

- Dedication to and ability to articulate the mission and core values of Habitat for Humanity.
- Proficient at all dimensions of residential rehab and repair including knowledge of local, state and universal building codes, planning and permitting systems, etc.
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities.
- Strong interpersonal skills relating to a variety of people, personalities and background including contractors, volunteers, recipient families, and staff.
- Knowledge of and willingness to enforce safety procedures at all work sites.
- Flexibility regarding work assignments and work hours.
- Ability to perform strenuous tasks in a construction setting – lifting, climbing, working at heights, etc. – in adverse working conditions associated with outdoor work while using a variety of specialized tools, materials and equipment.
- Minimum 2 years' experience in home construction and/or repair.
- Supervisory and/or teaching experience desired, but not required.
- Valid driver's license.
- Current Wisconsin DSPS dwelling contractor's license, OSHA safety certification, and HFHI Safety Certification.
- CPR training for on-site emergencies.

Schedule Requirements:

This position requires flexibility to be available evenings and Saturdays at various key times. Travel within the affiliate service area is required for home repair projects.