



Habitat for Humanity® La Crosse Area

POSITION POSTING

Employment Application Packet: Critical Home Repair Supervisor

Pay Level: \$22.00

Hours: 40

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

- Application form
- Supplemental Employment Survey
- Cover letter
- Resume

This application packet is due by 5 pm on September 9, 2022

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be:

- Emailed to info@habitatlacrosse.org
- Mailed to, or dropped off at, the following location: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI

For more information please visit our website at www.habitatlacrosse.org



Habitat for Humanity La Crosse Area is an equal opportunity employer and service provider. Auxiliary aids and services available upon request.



Position Description

Critical Home Repair Supervisor

June 2022

REPORTS TO: Construction Manager

Summary: The Critical Home Repair Supervisor leads housing rehabilitation projects, including teams of both skilled and unskilled individuals as part of Habitat for Humanity La Crosse Area's Critical Home Repair Program. This program provides repairs on homes with a focus on emergency, accessibility, and aging-in-place repairs. Responsibilities include inspection, estimating, and project invoicing, as well as project organizing and execution, and the orienting of staff and volunteers on each project site.

RESPONSIBILITIES

Housing Repair

- Completes home inspections for all projects and develops accurate repair estimates.
- Supervises Critical Home Repair Specialist and volunteers.
- Manages and insures quality control on job sites.
- Communicates with Construction Director on material purchases, deliveries, tracking, and forecasting.
- Maintenance, proper control, storage, security, and organization of vehicles, trailers, and tools
- Organizes tools and materials before and after workdays and completes general housekeeping, recycling, and storage throughout the day. Ensures that proper and sufficient materials and equipment are available for each day's work.
- Responsible for a clean and orderly jobsite appearance.
- Tracking of energy use in new homes
- Maintain an inventory of all tools and equipment
- Assess, supervise and track deconstruction/salvage projects for materials to be sold at the ReStore

Volunteers

- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently positive and encouraging environment, motivating them to return to a successful volunteer experience.
- Ensures that communications to volunteers and partner families are respectful, accurate, and timely.
- Greets volunteers and provides orientation before work shifts on safety, Habitat overview, site particulars, and construction tasks for the day.
- Supervises volunteer jobs/needs not being filled and satisfies needs with appropriate volunteers.

3181 Berlin Drive, La Crosse, WI, 54601 • Phone: 608.785.2373 • Fax: 888.823.9830
www.habitatlacrosse.org • info@habitatlacrosse.org
Providing Families with a Place to Call Home

- Supervises training of all CHR volunteers.
- Ensure HFH policies and procedures are followed.

Required Skills / Experience / Requirements:

- Ability to lift 50 lbs. frequently and independently, and 80 lbs. occasionally
- Ability to lead construction sites
- Ability to work independently and cooperatively
- Complete site inspection and job costing for housing rehabilitation projects
- Duties require skills in areas of residential construction/rehabilitation, process, reasoning, and mathematics
- Effective communication skills
- Prior hands-on experience in construction, renovating, lead safe work practices, and training
- Must be able to climb ladders, use and demonstrate use of construction and power equipment
- Computer literacy and familiarity with Windows, Office, and MS Project
- Valid Driver's License, ability to drive affiliate vehicle(s), and insurable under affiliate driver's policy.
- Able and willing to work with a diverse group of people, including families, volunteers, subcontractors and other community volunteers.

POSITION INFORMATION

\$22 per hour. This is a full-time, hourly position, Monday through Friday (including some nights and weekends – limited).

TO APPLY:

For consideration, please send a completed Habitat application and current resume. Habitat for Humanity La Crosse Area offers paid time off, paid sick time, paid holidays, health/dental/vision insurance, accident insurance, and retirement.

Submit materials electronically to info@habitatlacrosse.org or mailed to: Habitat for Humanity La Crosse Area, 3181 Berlin Drive, La Crosse, WI 54601.

Application materials due no later than 5 pm on Friday, September 9.



Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....		
7. A. Do any members of your immediate family serve on the Habitat for Humanity La Crosse Area Board of Directors?..... B. Are any members of your immediate family currently employed by Habitat for Humanity La Crosse Area?..... Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law. C. If 7A or 7B was answered "Yes", give name of family member:		
8. Have you been employed by Habitat for Humanity La Crosse Area before?..... If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?..... If "No", on what date would you be available? _____ B. Are you available to work full time?..... part time?..... temporary?.....		
10. A. Can you travel if the job requires it?..... B. Do you have dependable transportation?..... C. Do you hold a valid driver's license?..... D. Do you carry auto insurance coverage?.....		

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE HABITAT FOR HUMANITY LA CROSSE AREA FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.

Signature of Applicant

Date

HABITAT FOR HUMANITY LA CROSSE AREA IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST.
HABITAT FOR HUMANITY LA CROSSE AREA IS COMMITTED TO QUALITY SERVICE AND CONTINUOUS IMPROVEMENT.

AFFIRMATIVE ACTION SURVEY

Habitat for Humanity La Crosse Area is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data requested on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.

Thank you for your cooperation!

I chose to NOT complete this form.

1. Position Applied for: _____ Date _____

2. How did you first find out about this job opening?

_____ Advertisement

_____ Friend/Relative

_____ Job Service

_____ Walk-in/Inquiry

_____ From an employee of Habitat

_____ Internet

_____ Other _____

3. Gender: _____ Male _____ Female

4. Age 40 or Older: _____ Yes _____ No

5. Race:

_____ African American or African

_____ American Indian or Alaska Native

_____ Asian

_____ Native Hawaiian or Other Pacific Islander

_____ White

_____ Other Race

_____ More than One Race

_____ Unknown

Ethnicity:

_____ Hispanic/Latino

_____ Not Hispanic/Latino

_____ Unknown

6. Disability or Handicap: _____ Yes _____ No

(Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran: Yes No

Vietnam Era Veteran: Yes No

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