



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.

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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.