

## POSITION DESCRIPTION

### **Classification**

Exempt

### **Reports to**

Vice President of Finance

### **Summary/Objective**

Overseeing the day-to-day functions of material sourcing, including but not limited to estimating, issuance of purchase orders and scheduling delivery of building materials and organizational supplies. Specific duties include establishing and fostering relationships with vendors and material donors, assisting in developing construction quality assurance methods to improve cost savings, utilizing finance software to track material costs and working closely with Habitat team to meet or exceed annual goals for construction on all homes and repairs. Work closely with Development Department and Construction to procure and track gift-in-kind (GIK) materials to be used in the construction of homes and used for general operations.

Primary management functions include procuring contractors for facility maintenance to ensure work is done in a cost effective and timely manner. Operational duties include the record keeping of fleet on all company owned or leased vehicles, scheduling regular maintenance of building, vehicles and major equipment.

### **Essential Functions**

1. Order and schedule deliveries of building materials in conjunction with the building and repair production schedule
2. Anticipate long lead items and order ahead of time as needed
3. Work with Development Division to maintain and track inventory and valuation of Gift-In-Kind materials
4. Coordinate paint tinting program with Lowe's stores which includes transporting 5-gallon buckets of exterior paint to and from stores to be tinted
5. Collaborate with Construction Staff to order required quantities of materials, return damaged or excess materials as necessary and ensure pricing is as agreed upon
6. Monitor expenditures by regularly researching and comparing costs to ensure best value is achieved
7. Identify methods to streamline and increase efficiency and make recommendations for implementation or modification of existing systems
8. Work closely with construction staff to minimize material theft or vandalism
9. Ordering the organization's daily supplies including cleaning supplies, office supplies and other items as requested
10. Oversee the coordination of fleet maintenance, including scheduling regular maintenance and repairs as needed. Maintain accurate records of all work performed
11. Manage the bidding and procurement of subcontractors and maintenance agreements of facilities including safety and security
12. Schedule repairs of equipment as needed including but not limited to forklifts, lulls, etc.
13. Assist in annual budgeting exercise to project anticipated facilities costs each fiscal year
14. Oversee inhouse inventory system and coordinate annual inventory count with the finance department
15. Lead activities and behaviors which promotes safety for staff, volunteers and subcontractors

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### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with minimum daily direction and support
3. Proficient in Microsoft Office Suite
4. Estimating, purchasing & procurement knowledge
5. Residential construction processes and assemblies
6. Online Software competency and ability to perform tasks on computer and mobile device applications

### Supervisory Responsibility

This position will not supervise any other position

### Work Environment

While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. The position may occasionally work near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and debris.

### Physical Demands

The position requires the ability to occasionally lift heavy objects (as much as 50 lbs), walk and stand for long periods of time. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination.

### Position Type/Expected Hours of Work

This is full time, salaried position. This position may occasionally require longer, evening or weekend hours.

### Travel

Travel is primarily local during the business hours and mileage is reimbursed.

### Additional Eligibility Qualifications

Must possess a valid and appropriate state driver's license with clean driving record.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### Office Location:

4116 Silver Star Rd. Orlando, FL 32808

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5/23/2019