

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

Starting at \$60,000 based on experience

Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Wellness initiatives

Classification

Exempt

Reports to

Vice President of Planning & Construction

Summary/Objective

Management of the day-to-day operations of repairs and renovations to existing homes through Habitat for Humanity Greater Orlando & Osceola County's (HGOO) repair program, including but not limited to inspections of households requesting repairs, creating scopes of work with budgets for each project, and scheduling of subcontractors and/or volunteer labor. Other duties include fostering relationships with subcontractors, working closely with the Government Grants Manager to meet goals for repairs and other improvements to homes based on funding sources, ensuring compliance with funding requirements, developing construction quality assurance methods, educating existing homeowners on long-term maintenance of home. The Repair Project Manager will supervise the Repair Site Foreperson role and volunteers.

Essential Functions

1. Project management of each repair project to ensure each project is budgeted accurately and critical project milestones are met.
2. Comply with each funding sources' specific requirements to ensure funding is utilized appropriately and conditions of funding are met for construction.
3. Work closely with the procurement team to solicit and hire subcontractors for bidding purposes to ensure best pricing is achieved and materials are ordered and delivered to meet schedule.
4. Identify methods to streamline and increase efficiency of repair/renovation schedule and make recommendations to supervisor for implementation or modification of systems.
5. Act as a technical point of contact for repair clients, permitting agencies and funders.

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6. Lead activities and behaviors which promotes safety for staff, volunteers, and subcontractors.
7. Assist in the development of the repair budget and schedule for each fiscal year.
8. Provide support to new construction, large events and to other staff as needed.
9. Assist in the education program for HGGO to ensure current and future homeowners are equipped to properly maintain their home.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support
3. Ability to solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Advanced carpentry skills
7. Project management skills
8. Strong management skills
9. Ability to read and interpret building plans
10. General Software competency and ability to perform project management tasks on computer and on phone apps.

Supervisory Responsibility

This position will supervise the Repair Construction Site Foreperson and volunteers.

Work Environment

This job operates in a professional office environment as well as on an active construction site. While performing the duties of this job, the employee may periodically be exposed to fumes or airborne particles, moving mechanical parts and vibration. The position regularly works near moving mechanical parts and in open warehouse conditions that include heat and humidity, and exposure to dust and debris.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue. The position requires good manual dexterity (hand, hand with arm, two hands) and multilimbed coordination. The position requires the ability to quickly move arms and legs. The employee must have excellent stamina.

Position Type/Expected Hours of Work

This is a full-time, salaried position and the office hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

Travel

Travel is primarily local during the business day in company vehicle, if a company vehicle is unavailable mileage for use of personal vehicle will be reimbursed

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Required Education and Experience

1. Bachelor's degree in construction management or five years' experience in construction management
2. Strong construction project management skills
3. Excellent written and verbal communication skills
4. Enthusiasm, team-oriented and detailed
5. Leadership and management experience
6. Working knowledge of FGBC and OSHA standards and requirements
7. Must obtain and maintain Anti-Money Laundering certificate within first 90 days: training provided by Habitat
8. Must obtain and maintain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat
9. Must obtain and maintain Forklift operator certificate within first 90 days: training provided by Habitat
10. Must obtain and maintain 16-hour OSHA Competent Person certificate within first 90 days: training provided by Habitat

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

To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

3/23/2022

POSITION DESCRIPTION

Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.