



We build strength, stability, self-reliance *and* shelter.

Job Description – Home Repair Supervisor

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| Position: | Home Repair Supervisor |
| Department: | Construction |
| Location: | Lynnwood, Washington |
| Reports to: | Construction Manager |
| Position Type: | Full Time, Non-Exempt, Hourly at 40 hours per week |
| Salary Range: | \$25.00 - \$28.00 per hour (~\$52,000 - \$58,240 per year) |
| Benefits: | Medical, Dental Vision, HSA spending/reimbursement account, Retirement Plan, Professional Development, Paid Holidays and PTO |

Summary

Habitat for Humanity of Snohomish County (Habitat) brings people together to build homes, communities, and hope. We serve our communities by building, repairing, and preserving decent and affordable homes in Snohomish County. In partnership with the community, businesses, faith organizations and individuals, we work towards eliminating substandard housing, establishing housing stability, and creating more equitable opportunities for affordable housing in our neighborhoods.

Our Home Repair Service aims to assist homeowners in remaining in their decent, affordable homes by making needed critical home repairs, preserving exteriors, weatherization projects, and installing a limited range of aging in place and accessibility improvements. Working with the Construction Manager, the Home Repair Supervisor will coordinate all aspects of Home Repair Service construction activities including, but not limited to, project planning, permitting, budgeting, materials and contractor acquisition, volunteer supervision and support, and ensuring a safe working environment. This individual will work closely with Habitat homeowners, volunteers, and community supporters and will take on a key role in building and maintaining affordable housing in our neighborhoods.

Key Responsibilities

- Manages each home repair project to ensure completion in accordance with the schedule, contractual requirements, and within budget.
- Supervise job sites and work with staff, volunteers and sub-contractors to ensure construction is accomplished in accordance with project plans and objectives
- Evaluates, implements and monitors good safety practices and constantly stresses same with staff, volunteers, and partner families





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- Coordinate orders and delivery of materials so volunteer time is effectively utilized and work proceeds without interruption
- Direct and monitor all sub-contractors and ensure their work is completed as contracted and in a timely fashion
- Arrange for all required inspections and coordinate correction of defects reported to ensure the project is completed on schedule
- Ensure project communication to staff, volunteers and partner families are accurate and timely
- Create a positive, safe, and productive on-site experience for all Habitat volunteers and partner families
- Maintain a good relationship with all staff, homeowners, vendors, volunteers and others while representing Habitat in a positive manner and treating all in our community with respect and dignity.
- Build and maintain community of licensed professionals needed to successfully complete projects
- Other responsibilities as assigned by the Construction Manager

Essential Qualifications

- Have a commitment and passion for Habitat's mission towards building, repairing, and preserving decent and affordable homes
- Possess considerable knowledge in residential home construction and supervision with a minimum of five (5) years of related job experience which must include both field and supervisory experience
- Proven ability to take a project from plans to a completed structure, including project management, budgets, schedules, reading blueprints, preparing material take-offs, and extensive knowledge of all phases of residential construction
- Extensive knowledge of tools, supplies and materials involved in the home building process
- Experience working with volunteers preferred
- Strong communication, planning and organizational skills
- Professional attitude and strong interpersonal skills, including the ability to work with skilled and unskilled volunteers and in diverse populations.
- Ability to guide and teach others while also being able to form and maintain strong, productive relationships with people from a variety of organizations and backgrounds
- Ability to be a member of a team, leading within the scope of the position and contributing whenever possible
- Basic computer skills with MS Office applications





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- A personal vehicle for business use, with insurance and an acceptable driving record
- Background check required.

Physical Demands

Work is often done outdoors on construction sites, in non-air-conditioned spaces, in various types of weather. Work is physically demanding and requires significant attention to safety and work methods to be done effectively. To successfully perform the essential duties of this position, an individual must be able stand for long periods of time and walk throughout the day. This position requires individuals to use arms, legs, and moving of the whole body, doing climbing, lifting, walking, stooping, pushing, pulling, and handling materials. Individuals must be able to visually inspect materials, lift and carry up to 50 pounds on occasion, and operate heavy equipment and hand and power tools. Travel requirements include regular site visits and collecting materials required for build. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

Habitat for Humanity of Snohomish County is an Equal Opportunity Employer

Habitat values and is committed to a diverse and inclusive workplace. We do not discriminate on the basis of race, ancestry, national origin, religion, age, gender, gender identity, sexual orientation, protected veteran status, physical or mental disability, or on the basis of any other federal, state/provincial or local protected class.

How to Apply

To apply, send a cover letter, resume and three references to: Jobs@habitatsnohomish.org

