

HOME REPAIR COORDINATOR POSITION DESCRIPTION

BENTON HABITAT FOR HUMANITY

Position:	Home Repair Coordinator
Reports To:	Construction Supervisor
Status:	Part-time 30 hours per week
Pay:	\$18-20 per hour based on experience

Summary

The primary objective of the Home Repair Coordinator is to coordinate and oversee the work done through our repair program with the use of volunteer and subcontracted labor. The Home Repair Coordinator must be able to utilize skilled and unskilled volunteers in construction projects, and be able to make every volunteer feel welcome regardless of skill level. The Home Repair Coordinator will report directly to the Construction Supervisor.

Duties and Responsibilities

- Understand and implement the goals and objectives of Benton Habitat for Humanity's Home Repair Initiative.
- Under the direction of the Construction Manager, determine each project's scope of work; conduct physical inspections; and accurately estimate repair costs.
- In partnership with the Home Repair Committee, organize and execute a schedule for home repair activities.
- Monitor and inspect construction work progress on home repairs; conduct physical inspections; as needed interact with code enforcement, building and safety and other departments to resolve issues.
- Monitor program performance; if appropriate, recommend modifications to procedures to maximize efficiency and build capacity to serve more homeowners.
- Work closely with the Family Services Coordinator to assist in the promotion of the home repair program; conduct outreach activities and make presentations to promote the program.
- Maintain awareness of new developments in the field of home rehabilitation and residential hazardous material concerns; incorporate new developments as appropriate into programs.
- Perform related duties as required.

Knowledge, Skills, and Qualifications

- Willingness and ability to learn and perform under the guidance of the basic purposes, methods, and goals of Benton Habitat for Humanity.
- Ability to maintain the guidelines and procedures of Habitat while showing understanding and compassion for partner families, volunteers, and others in the community.
- High School degree. Course work in construction at college or trade schools beneficial.
- Must have direct hands-on experience in construction remodeling or renovations.
- Ability to read and interpret the building code.
- Experience in construction scheduling and material procurement.
- Familiarity with best practices in construction materials, methods and tools.

- Ability to show tolerance to wide diversity of individuals – including those with different racial, cultural, ethnic, religious, social, or sexual orientations.
- Knowledge and ability to perform basic office functions such as answering phones, filing materials, etc.
- Proficient in the Microsoft Office Suite with emphasis on Excel and Word.
- Bilingual in Spanish desirable.

Responsibility and Supervision

Performs duties under the general supervision of the Construction Supervisor. Uses judgment in making choices and taking action on various tasks guided by agency policies and procedures.

Personal Work Relationship

Position requires contact with staff, homeowners, volunteers, Board members, vendors, and community members. Excellent communications skills are a must.

Physical Requirements

The physical demands described for this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to the following in the duties of this job while overseeing and participating in all level of construction activities:

- Stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate equipment, vehicles, computers, tools or controls and reach with hands or arms.
- Walks over uneven terrain during construction projects.
- Balancing, squatting, stooping, crawling or kneeling to perform work.
- Climbing ladders to perform work.
- Lifting ability to carry equipment and carry and position construction materials.
- Ability to lift equipment and materials weighing up to 50 lbs on a frequent basis.
- Able to adapt to different weather environments and working conditions.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work on construction sites and in an office setting.
- Work in confined spaces and cramped body positions to perform work.
- Work in excavations.
- Work outside in varying weather conditions exposed to wet, hot or humid conditions.
- Work in areas with moderate or loud noise levels.
- Exposure to equipment where risk exists of getting burned, bruised or scraped.
- Contact with oil, paint, petroleum and cleaning products.
- Exposure to large moving parts of various equipment.
- Exposure to solvents and various other caustic chemicals.
- Exposure to gases and fumes.
- Exposure to airborne particles and materials.
- Exposure to risk of electrical shock and vibration.

To Apply

Cover letter and resumes will be accepted by email at hrcjob@bentonhabitat.org or by mail to PO Box 1551, Corvallis, OR 97339 on or before May 5, 2017.