



Cheboygan County
Habitat
for Humanity®

Home Repair Site Supervisor

Organization Overview: Cheboygan County Habitat for Humanity (CCHFH) a 501(c)3 non-profit organization, is an affiliate of Habitat for Humanity International, an ecumenical Christian housing organization. Cheboygan County Habitat is dedicated to eliminating poverty housing locally by constructing, rehabilitating, and preserving homes, advocating for fair and just housing policies, and providing training and resources to help individuals and families improve their living conditions. The affiliate has served more than 33 families with affordable housing and housing repairs since 1994 in Cheboygan County of Michigan. It is the goal of the affiliate to eliminate substandard housing throughout Cheboygan County. Cheboygan Habitat hopes to help individuals and families in need gain hope and encouragement and build a stronger community through partnerships. CCHFH is committed to building homes, building lives, and building a better community.

Reports To: Executive Director

Employment Status: Part-time up to 15 hours per week, some Saturdays or evenings may be required. Pay based on experience. References required.

Education and Experience: Current builder's license in the state of Michigan required. Current driver's license. Two years of working knowledge and experience of basic home repair including painting, roofing, drywall, and carpentry projects. Familiar with local building codes. Basic computer skills. Ability to perform all construction duties, such as lifting up to 80 lbs.; climbing extension ladders and scaffolding; working in unconditioned workspaces in the heat of summer and cold of winter.

Position Summary: The Home Repair Site Supervisor is responsible for addressing the most fundamental and crucial home repair needs in low-income owner-occupied households. Using a general evaluation of occupant well-being and a full assessment of the house and systems, needs are identified and prioritized so that they may be addressed in an order of importance and urgency.

Position Requirements: Must be goal-driven, results-oriented and committed to the organization's effort to increase its Home Repair Program capacity. Must understand the mission, history, values, and goals of our Christian organization and be able to communicate this information to diverse groups of potential donors and volunteers. Must demonstrate strong written, oral, and interpersonal communication skills. The ability to work effectively as a team member with staff and volunteers is essential.

Primary Duties:

- Evaluate and schedule home repair projects. Conduct site visits with potential applicants. Prioritize energy efficiency, durability, and client health and safety (typically this aspect is contracted out to third party auditor who provides the scope of work per project).
- Develop and adhere to a scope of work and budget. Budget approval required by Executive Director. Communicate regularly regarding changes to work orders, schedules, and budgets.
- Supervise project preparation, including purchase of materials and gathering of tools and equipment. Obtain necessary permits and bids to complete the home repair projects.
- Work with HERS rater and licensed contractors.

- Communicate with homeowners to set expectations regarding workday schedules and potential disruptions and safety hazards.
- Adhere to OSHA, EPA and other regulated standards and practices.
- Perform approved repair jobs and supervise the volunteers and contractors on site performing home repair work. Prepare any necessary workday and safety training for the volunteers.
- Attend competent person safety training and any other required training.
- Ability to alternate between office works on on-site work as needed.

Additional Responsibilities:

- Operate as a primary carpenter for all occupied residential repair projects-interior and exterior. This is not the case on every project, but this aspect may be needed in the future.

It should be understood that mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Cheboygan County Habitat for Humanity.