

Job Title:	Home Repair Project Manager	Job Category:	Program Dept. Field Staff
Department/Group:	Programs Department	HR Contact:	Kathy Jackson- 865-982-8717
Location:	Blount County, Tennessee	Travel Required:	County Daily, Occasional overnight for training
Level/Salary Range:	Negotiable	Position Type:	Full-time, Exempt
Will Train Applicant:	Yes	Date Posted:	NA
External Posting URL:	Blounthabitat.org/employment		
Internal Posting URL:	Blounthabitat.org/employment		

Applications Accepted By:

FAX OR EMAIL:

Fax: 865-982-3895
Email: employment@blounthabitat.org
Subject Line: Home Repair Project Manager

MAIL:

Sarah Hooks
Blount County Habitat for Humanity (Habitat)
1017 Hampshire Drive
Maryville, TN 37801

Job Description

JOB SUMMARY

The Home Repair Project Manager’s primary responsibilities will be the planning, management and delivery of all home repair development activities, including full management of repair volunteers. The Home Repair Project Manager will work to deliver a superior Habitat experience to the program participants and act as an advocate for the program participant within the Blount County community. The Home Repair Project Manager will work in partnership with program participants, volunteers, vendors, contractors, community organizations/groups, and other Habitat staff. This position reports to the Executive Director and Director of Programs.

ROLE AND RESPONSIBILITIES

- Comply with Habitat safety policy and procedures
- Comply with Habitat personnel policy, confidentiality policy, and code of ethics
- **Manage and direct the phases of project pre-development including:**
 - Complete full home inspection
 - Complete financial and physical feasibility analysis
 - Oversee design development when required (concept through construction drawings) with appropriate 3rd party experts when needed
 - Draft project Scope of Work and Specifications prioritizing the most critical health, safety, and mobility repairs
 - Draft requisition forms and request for quotes (RFQ) for submission to the Procurement Manager
 - Work with identified RFQ specific vendors to ensure necessary minimum bids are submitted per project
 - Preparation and maintenance of project specific budget
 - Preparation and maintenance of project specific timeline
 - Secure any required permits for project work
 - Coordinate with Programs Manager and Director of Programs to ensure project is within selected finance-product(s) guideline(s)
 - Work with Procurement Manager to select and negotiate contract with contractors according to Habitat and grant procurement policies (utilizing product specific contract when required)
 - Work with the procurement manager to issue purchase orders for services, construction materials, tools, and equipment
- **Manage and direct phases of project construction including:**
 - Provide construction oversight on all home repair projects

- Manage construction partner roles ensuring the project moves forward successfully according to the project and contract timelines- this includes volunteer workgroups such as IOWA, Mission Serve, CommunityWorx, etc.
- Execute Habitat contracted projects with or without volunteer labor, including but not limited to portions of the approved scope of work determined to be the Project Manager's responsibility (determination based on size of job, timing to complete, and skill set required for completion)
- Coordinate project contractors and subcontractors as needed
- Communicate potential and justifiable change orders in any project scope of work to Director of Programs and Procurement Manager. Follow process required by funding-product and Habitat.
- Maintain the approved project specific budget and timeline
- Organize ordering and delivery of materials and supplies, and effectively manage inventory
- Schedule and conduct ongoing project inspections to ensure timely and accurate project completion
- Complete final inspection ensuring homeowner satisfaction, that the work is done according to code, approved drawings, scope of work, and within contracted and approved budget
- Work with Procurement Manager to order 3rd party licensed inspection when required
- Coordinate with Programs Manager ensuring project completion paperwork required by financial product(s) is executed
- **Volunteer Management duties include:**
 - Train and supervise all home repair construction volunteers ensuring safety, building/design requirements, communication, sensitivity, confidentiality, specific volunteer job function, etc.
 - Manage skilled and/or leadership volunteers to complete volunteer led construction projects, including portions to be performed by Project Manager on the project jobsite
 - Maintain and build relationships with existing volunteer groups known generally as workgroups, including IOWA, Mission Serve, CommunityWorx, etc.; to maximize quality and productivity
 - Recruit and development new and additional volunteer relationships as needed
- **Vendor/Contractor Management duties include:**
 - Recruit and manage relationships with sufficient number of home repair vendors/contractors to the Habitat preferred vendor list ensuring small, women, and minority owned businesses are represented- according to Habitat procurement policy
 - Conduct and report annual vendor audit of each home repair vendor utilized in the previous 12 months- update preferred vendor list as required
- **Habitat Main Office General Maintenance (Monthly) duties include:**
 - Develop and manage air filter replacement schedule- including appropriate supply re-order
 - Maintain Habitat interior and exterior lighting (includes responding to main office tenants' request for replacement lightbulbs)
- **Habitat Homeownership Program duties include:**
 - Teach homebuyer education "Home Repair and Maintenance" series
- **General duties include:**
 - Secure proper control, maintenance, storage, and security of all material, tools, vehicles and equipment at the project site and offsite
 - Ensure vehicle registration and insurance are current
 - Coordinate with Programs Manager to ensure smooth and consistent homeowner relations- including program messaging and process
 - Ensure completion, filing, and timely reporting of all paperwork including: homeowner paperwork and MOUs, project contracts, home inspections, volunteer paperwork, timesheets, miscellaneous grant paperwork, etc.
 - Provide public presentations of project(s) when necessary
 - Prepare for and participate in position specific annual strategic planning and bi-weekly coaching
 - Prepare for and participate in regularly scheduled Programs Department meetings
 - Other duties as assigned

Trainings and Certification Required

- TN State Contractor's License
- HFHI Competent Person Certification
- HUD Visual Lead Based Paint Assessment
- EPA Lead Renovation, Repair, and Paint Certification

Qualifications and Education Requirements

- Commitment to Habitat’s mission and principles
- Exceptional work ethic and self-motivated
- Ability to work with people of different cultures, ethnicities, religions, and incomes
- Excellent customer service, interpersonal and intrapersonal skills, communication both written and verbal, organization, teamwork, attention to detail, self-motivation, and active listening skills
- Conduct self with thoughtfulness and clarity in difficult situations always demonstrating respect for Habitat’s customers
- Represent and protect Habitat’s and customer’s interest
- Volunteer management experience desired
- Able to perform data analysis and make appropriate recommendations and decisions
- Ability to find creative solutions to problems or challenges
- Valid TN driver’s license and proof of insurance
- Operate manual transmission vehicle
- Experience towing and maintaining a variety of construction trailers
- Associates degree in a related field desired
- Sufficient knowledge of residential construction to oversee all aspects of repair projects, including the ability to read blueprints and specifications- Contractor’s License required
- Basic mathematical aptitude necessary to plan home repair construction projects
- Proficiency in Microsoft Project, Microsoft Office, Outlook, Word, Excel, and PowerPoint required
- Proficiency in ProCore preferred
- Bilingual Spanish and English proficiency preferred

WORK ENVIRONMENT

The Home Repair Project Manager may be in contact with individuals and families in crisis that may be ill, using alcohol and drugs, have many household pets, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the client’s use of alcohol and drugs, household pets, and lack of personal hygiene. The employee must be ready to respond quickly, effectively, and professionally to many types of situations, including crises and potentially hostile situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job. Reasonable accommodations to enable individuals with disabilities to perform the essential job functions are available. The majority of work is fieldwork. Daily exposure to dirt, dust, dampness, debris, extreme temperatures, possible construction noises, fumes and odors from homes visited or a construction site will occur. The employee will stand or walk the majority of the workday, including on uneven surfaces. The employee must possess extensive physical mobility, including reaching, lifting, holding, pushing and pulling, carrying, bending, climbing stairs and ladders, crawling, kneeling, arm and leg extensions, and traversing roofs. The employee must also be able to lift 10-35 pounds regularly and occasionally 75 pounds or more.

TIME REQUIREMENTS

Approximate time for this position is 40+ hours per week. Regular daytime hours are required as well as some early morning, evening, and weekend hours. Blount County Habitat for Humanity maintains a flexible schedule considering the job requirements conducted outside of normal business hours.

DISCLOSURES

Blount County Habitat for Humanity is an Equal Opportunity Employer, committed to non-discrimination and equal opportunity for all without regard to race, color, sex, religion, national origin, disability, sexual orientation, genetic information or reprisal.

Reviewed By:	Sarah Hooks	Date:	2/8/2018
Approved By:	Kathy Jackson	Date:	2/8/2018
Last Updated By:	Sarah Hooks	Date/Time:	11/10/2021