

We believe that, everyone deserves a decent place to live. Habitat for Humanity partners with people in our community, and all over the world, to help build or improve a place to call home. Habitat offers individuals in the community the ability to achieve the strength, stability and independence they need to build a better life for themselves and for their families. **We respect** and appreciate the diversity of our employees, our partner families and homeowners and the communities we serve. **We are driven** to serve as a voice for people in need of decent housing by working to change laws and shape policies that affect access to housing. **We challenge** ourselves and our volunteers to build homes, communities, and hope. **We champion** our employee strengths, guide their development, and invest in their long-term success. **We hire** optimistic, results-oriented, curious, innovative, and adaptable people with the desire to help our families and one another succeed.

Habitat for Humanity of Summit County was organized as an affiliate of Habitat for Humanity International in 1986. We have been building homes for families in Summit County for over 30 years. To date we have built over 218 homes and housed more than 300 adults and 500 children.

Culture Statement: At Habitat for Humanity of Summit County, our hardworking team members always display the highest level of respect, integrity and dedication. Our competent, reliable and friendly staff ensure the success of our affiliate.

[Home Repair Manager](#)

Position Purpose:

The Home Repair Manager is the main coordinator of projects under the Neighborhood Revitalization Program – which includes all home repair projects, Neighborhood Reborn, Aging in Place home repairs and deconstruction projects. As part of the construction team the Home Repair Manager complies with all safety training initiatives and follows the volunteer policy for use of volunteers on site. The role includes both hands on construction to complete home repairs as well as administrative work for meeting with qualified homeowners, preparing a scope of work, obtaining signatures to proceed with the work, ordering materials and completing the repairs.

What you need:

- Minimum 2 - 3 years in supervisory position in the construction industry
- Commitment to a safe, secure and friendly work environment
- Ability to handle and defuse challenging situations with tact
- Strong management skills – ability to work with and supervise a wide variety of people, including volunteers, with differing levels of motivation and experience
- Must be organized with an attention to detail and the ability to maintain accurate records and reports
- Knowledge to prepare quotes and estimates for home repair projects
- EPA Lead Safe renovator certification (HFHSC can assist in obtaining this)
- First Aid/CPR/AED certified (HFHSC can assist in obtaining this)
- Competent Person Training (HFHSC can assist in obtaining this)
- Forklift certified (HFHSC can assist in obtaining this)
- Ability to lift reasonably heavy loads
- Enjoy working outdoors in all seasons
- Strong computer skills including but not limited to Microsoft Office

Hiring Requirements:

- Valid In-State Driver's License, ability to successfully pass a drug screen, physical and background check.

What will YOU Build?



You demonstrate these behaviors:

- Strong Interpersonal and communication skills with other departments, sponsors, volunteers, and partner families
- Ability to effectively represent Habitat for Humanity to the public
- Commitment to the Habitat mission, values and ethics
- Consistently and professionally interact with individuals from varied background
- Ability to create, adjust and maintain working calendars and schedules
- Possess strong problem solving skills, the ability to work in a fast paced environment, and the ability to multi-task
- Ability to travel occasionally
- Proficient with computers and software

What you'll get:

- Paid Time Off
- Simple IRA, with up to a 3% match
- Medical, Dental and Vision Insurance 100% coverage for employees and options to purchase for spouse or families
- Cell phone and mileage reimbursement
- Up to 15 paid holidays per year
- Potential bonus based off performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- Flexible work schedule
- \$40,000 - \$55,000

What will **YOU** Build?

