

**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 35 years. To date we have built over 225 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 Site Assistant

#### Position Purpose:

The Home Repair Site Assistant oversees projects under the Home Repair Program – which includes exterior/interior home repair projects and Aging in Place home modifications. S/he works hands on with the Home Repair Manager and volunteers to complete the necessary repairs. S/he may at times be responsible for coordination of materials necessary to complete the projects of all assigned units. This person must have a good working knowledge of all facets of construction and an ability to work well with people who have volunteered their time to assist Habitat with its mission. Home Repair Site Assistants are hands-on at each job site ensuring the project from start to finish.

#### What you need:

- Strong leadership skills – ability to work with and supervise a wide variety of people, including volunteers, with differing levels of motivation and experience
- Two or more years experience in construction, renovation and repairs including but not limited to framing, siding, drywall, painting, cabinets, windows, doors, and landscaping
- Ability to read and interpret construction drawings and prints
- Ability to make rough sketches of house plans including elevations
- Demonstrate a good understanding of mathematics with ability to develop estimates of costs for complete projects
- Must be organized with an attention to detail and the ability to maintain accurate records and reports
- OSHA 10 or 30 hour certified (HFHSC can assist in obtaining this)
- 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

#### What will YOU Build?



### Hiring Requirements:

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

### 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

### What you'll get:

#### If filling a full-time position:

- 40 hours per week full time hourly Monday through Friday
- 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 yearly bonus based on performance objectives
- \$15,000 life insurance policy paid 100% by affiliate
- \$16-20 an hour based on experience

### What will *YOU* Build?

