



Construction & Repair Specialist

Job Summary: The Habitat for Humanity of Wisconsin River Area (HFHWRA) Construction Specialist works with the Program Manager on the Habitat Builds and Habitat Repairs programs from the initial planning stages through project completion. Position includes assisting with plan and site development, managing volunteers, maintaining a safe work site, and working closely with the Habitat team to build and repair affordable housing.

Responsibilities and Duties:

- Conduct site visits to assess eligible repair projects for determining scope and need in line with program criteria.
- Develop a project budget and timeline for repairs, providing oversight of project expenses while meeting all relevant local codes for permitting, zoning and inspections.
- Solicit subcontractor proposals for review and oversee all documentation such as certificates of insurance, invoicing and waivers.
- Assist Construction Supervisor with planning and site development of new builds, including timely procurement of Gift-in-Kind donations and purchased construction materials.
- Supervise work of volunteers and subcontractors in coordination with Construction Supervisor and crew leaders, to include site prep, volunteer orientation and safety training.
- Participate in regular meetings of the build & site selection committee.
- Maintain documentation of the repair process and submit weekly receipts and invoices for processing.
- Consistently maintain all relevant affiliate property, including job trailers, construction tools & equipment, warehouse space and job sites to keep them organized, clean and safe at all times.
- Provide a climate and culture as a Habitat representative that is supportive of the mission and ministry of HFHWRA through encouragement, communication, education and respect.

Reports to: HFHWRA Program Manager.

Schedule Requirements: This position requires flexibility to be available evenings and Saturdays at various key times. Frequent travel within the affiliate service area is required; qualified applicants must possess a valid driver's license.

Qualifications:

- Minimum 2 years' experience in home construction and/or repair.
- Supervisory and/or teaching experience desired, but not required.
- Ability to organize, plan and implement construction activities; must be comfortable with the physical rigors of construction.
- Effective communication skills and ability to relate to people with diverse skills and perspectives.
- Excellent problem solving skills, ability to work independently and to meet deadlines.
- Willingness to serve through consistent support for the mission, vision and strategic goals of HFHWRA.
- A sense of humor.

Qualified applicants must pass criminal & sex offender registry check and pre-employment physical.