



Home Repair Specialist (Part-time)

The Home Repair Specialist is responsible for planning for repair projects, preparing the home repair site, and supervising the repairing of homeowner occupied homes through the use of private contractors and/or volunteers. This position reports to the Critical Home Repair Manager.

Responsibility and Authority:

- Maintain clean and safe work environment and manage issues of jobsite safety and security, for people and equipment.
- Participate in project work along with volunteers including: layout, framing, installing cabinets, trim, windows, doors, siding, soffits, flooring, and other construction duties, as needed.
- Schedule subcontractors and coordinate their work.
- Supervisor volunteers on the worksite.
- Coordinate the delivery of all material, checking against purchase orders, ensuring the right amount of materials and volunteers or subcontractors on the job at all times.
- Inspect each phase of work to determine that it is of acceptable quality and that each trade is finished on schedule.
- Verify plans, estimates, construction sheets, and report any discrepancies to the Critical Home Repair Manager.
- Conduct follow up visits to ensure quality of workmanship performed.
- Participate with the Critical Home Repair Manager in providing ,at least 2xs per year, a home safety, maintenance and repair education course for clients and their family members.
- Direct the work of an AmeriCorps volunteer when applicable.

REQUIREMENTS

- Valid Driver's License
- A minimum of three to five years of experience in hands-on construction and carpentry.
- Must be goal-driven, results-oriented and committed to the organization's effort to expand the Habitat mission in Dorchester and Talbot counties.
- Self-motivated individual with the ability to function independently and as a team member.
- Excellent organizational skills, ability to multi-task when faced with competing deadlines and priorities with timely and consistent attention to detail and follow up.
- Maintain a consistent professional image through dress, actions, and relationships with others, modeling Christian principles and Habitat values.

PHYSICAL DEMANDS

This individual is expected to be able to lift a minimum of 50 pounds regularly and up to 75 pounds occasionally. Position also requires working on a ladder and scaffolding, frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extreme weather conditions (e.g. heat, cold, wind, rain).

CERTIFICATE, LICENSES AND REGISTRATIONS

Drivers' license and clean driving record. Competent Safety Person Certificate and CPR/AED training must be obtained within 60 days of employment. Required Lockton Safety Videos must be taken either prior to date of hire or within 30 days of employment. These on-line trainings, which Habitat will provide, include:

- Back Safety
- Fall Safety
- Preventing Slips, Trips and Falls
- Ladder Safety

HOURS/BENEFITS

Hours: Part-time position with potential to become full-time position. as well as learn and provide assistance with new construction projects.

Compensation: Commensurate with experience

Benefits: Paid time off and access to matching 401K if working 1000+ hours annually.

ABOUT HABITAT CHOPTANK

Since 1992, Habitat Choptank has made homeownership possible for over 110 families and has completed critical health and safety repairs in partnership with over 300 qualifying homeowners in Dorchester and Talbot Counties. By building and rehabbing homes, Habitat Choptank helps families achieve better health, financial freedom, independence, stability, and security. Visit habitatchoptank.org for more information.

