



Home Repair Superintendent

Purpose: To further the mission of Habitat for Humanity Saint Louis by providing home repair services to Homeowners within the city of St. Louis

Overview: Habitat for Humanity Saint Louis is expanding its program by hiring an individual to assist with the execution of a hands-on Minor Home Repair Program. This position will be based out of the organization's South St. Louis City headquarters. The role is full-time (40-hour/week) and funded through 2023, with an option for renewal through 2025.

Qualifications:

- A minimum of 5-years of experience in residential construction, facilities management or home repair services preferred.
- Experience with project budgeting and estimating.
- Proven ability to take a project from evaluation to completion.
- Sufficient knowledge of construction techniques and standards
- Knowledge and application of OSHA safety standards.
- Ability to lift a minimum of 50lbs. and work with common hand tools.
- Experience working in diverse environments and with diverse communities.
- Good communication skills and demonstrated respect for all.
- Ability to maintain productive relationships with business and government partners, volunteers and other Habitat staff.
- High energy, can-do attitude, flexibility, teamwork and attention to detail.
- Valid Driver's License and acceptable driving record.
- Must be PC proficient with experience in MS Suite of Products – Microsoft Word, Excel, Outlook, etc.

Responsibilities and Expectations:

Works with Director of Construction in the management and execution of Habitat for Humanity Saint Louis Minor Home Repair Program, with duties that will include, but not be limited to:

- Provides and performs home repair services to 130-150 low-income homeowners in the City of St. Louis.
- Manages labor assistance.
- Ordering and receiving materials, tools and supplies.
- Defines scopes, estimates costs and monitors schedules.
- Evaluating projects for program suitability.
- Communicates scope of work and timing to program participants.
- Utilizes online platform to share program progress with other staff and stakeholders.
- Acts as liaison to program funders, including the Community Development Administration.
- Resolves any conflict that may arise as repairs are made and afterwards.
- Maintains the program's section of the Construction Warehouse in an organized manner and inclusive of a tools, supplies and equipment inventories.
- Creates a positive, safe and productive work experience for all program participants.
- Ensures build site safety, including proper usage of tools and safety gear; maintains a fully stocked first aid kit.

Assists Program Manager With

- Creating and monitoring an annual program budget.
- Maintaining accurate program records and tracking all programmatic components in preparation for regular reporting and an annual audit.

COMMON REPAIRS MAY INCLUDE, BUT NOT LIMITED TO: Replacement of sink faucet, ceiling fans, outlets. Installation and repair of handrails, stair treads and thresholds. Weather stripping and window caulking. Drywall repair and gutter cleaning.

Responsible to: Director of Construction and Executive Director

Habitat for Humanity Saint Louis is Equal Employment Opportunity compliant and fosters diversity and inclusion across all programs.

Compensation: Hourly \$50,000 - \$60,000 per year, plus Holiday, Vacation and Healthcare benefits. Vehicle and Equipment provided.

Send resume to: Director of Construction Joshua Smith, josh@habitatstl.org

