



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 and schedule.
- 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.

*** The Position May be financed in part through an allocation of State and Local Fiscal Recovery Funds from the US Department of the Treasury and the City of St. Louis' Community Development Administration. ***

Responsible to: Director of Construction and Executive Director

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

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