

Job Description: Community Project Coordinator- Repair Program

Reports To: Executive Director (while working in the ReStore, CPC reports to ReStore Manager)

Cooperates Closely With: Construction Staff, Office Administrator, & ReStore Manager

Job Type: Full-time

Position Summary:

To oversee all program related repair projects of Habitat For Humanity Of Bowling Green / Warren County's (HFHBGWC) construction process in a way that utilizes staff, volunteer labor and materials to produce quality homes in a safe affordable manner. Position will include helping to develop the repair program, developing a network of partners for project referrals, volunteers and construction, managing construction staff and volunteers, overseeing residential repair projects, training volunteers, assisting with plan and site development, developing construction quality assurance methods to improve long term product, and working closely with Habitat team to rehabilitate & repair existing homes.

Key Responsibilities:

Pre-Construction Planning

1. Evaluating applications and potential projects to ensure a proper fit for the program.
2. Develop and execute short term construction schedule in partnership with Habitat team.
3. Communicate and maintain working drawings.
4. Evaluate renovation/repair projects to determine scope of work and materials needed.
5. Develop schedules for each project using project management tools.
6. Be familiar with Habitat requirements and suggestions regarding building.
7. Advocate for accessible and energy-efficient housing.

Construction Staff & Volunteer Management

1. Supervise professional and volunteer construction personnel. Demonstrate and ensure adherence to a continuous safety program. Utilize existing skilled persons maximizing benefit.
2. Identify, schedule, train and support volunteers and volunteer site supervisors.
3. Provide training and development opportunities for staff and long-term volunteers.
4. Work closely with construction staff on weekly plan update. Communicate the plan to all staff.
5. Work with Construction & Office Staff to ensure that volunteers and partner families are productively involved in the construction process. (Track and document "sweat equity" hours.)
6. Organize, schedule and provided safety & job site orientation & supervision to volunteer groups.
7. Apprise office staff of upcoming volunteer and skill needs.
8. Maintain project files and make sure appropriate paperwork is on file. For example, contractors license and proof of insurance, project contracts and homeowner proof of insurance.

9. Track volunteer hours and make sure appropriate waivers are on file.
10. Attend special events and conferences as appropriate.

Construction Procedure

1. Let contracts to subs and ensure timely and accurate completion.
2. Order inspections and ensure that houses are built to code.
3. Use in-kind material and labor when possible.
4. Provide periodic updates regarding project status and estimated completion dates at weekly Staff meetings: Once per week.
5. Responsible for projects until 100% complete and signed off on by the homeowner.
6. Develop and implement QA methodology to ensure quality construction.
7. Provide clear leadership with the safety plan to ensure understanding and full utilization.

Materials and Labor Procurement

1. Ensure timely, clear communication with contractors and vendors. Develop working relationships to further team goals.
2. Order correct quantity and ensure materials are delivered on time.
3. Maintain existing and develop new connections to vendors.
4. Negotiate prices and timelines for subcontracted services in conjunction with Construction Supervisor.
5. Negotiate prices for materials in conjunction with Construction Supervisor.
6. Oversee tool/equipment inventory, management and repairs in a manner that safeguards and accounts for resources.

Management of Information

1. Approve all construction-related invoices, code annual operating budget appropriately.
2. Estimate and report value of in-kind gifts to Executive Director.
3. Use pre-construction meetings to help Project Sponsors and Habitat team understand responsibilities, procedures and to have a meaningful volunteer experience.
4. Provide initial and/or recurring construction project budgets to Executive Director.

Property Management & Other Responsibilities

1. Upkeep and manage of our inventory of lots, properties, supplies & equipment.
2. Oversee and assist with current and future housing developments.
3. Assist on other Habitat Projects as available.
4. Other duties as necessary.

Required Knowledge and Skills:

- Commitment to Habitat for Humanity ideals and philosophy.
- Ability to work with people of all races, faiths and backgrounds.
- A strong background in residential home construction and/or project management.
- Five years of related experience
- An absolute commitment to workplace safety.
- A good working relationship with volunteers and homeowner families is essential.
- Excellent communication skills a must.
- Ability to work with minimum supervision.
- Computer literacy a must.