

Milwaukee Habitat for Humanity Job Description

Title: ReStore Deconstruction Manager

Date Prepared: December 5, 2014

Department: ReStore

Reports to: ReStore Director

Position Overview:

This individual oversees and manages the Deconstruction Services business for the Milwaukee Habitat for Humanity ReStore.

Job Task and Responsibilities:

Responsible for overseeing all aspects of Deconstruction Services, including planning for and expanding upon the Deconstruction Services business through servicing existing contacts and establishing relationships with new donors, individuals, businesses and partners.

- * Plan and execute a marketing program to increase revenue from deconstruction projects in collaboration with the ReStore Director and ReStore Marketing Manager
- * Responsible for the Milwaukee Habitat for Humanity ReStore "Deconstruction Services Handbook", revising as necessary.
- * Establish and build a relationship with donors; strive for a delighted donor experience by ensuring clear expectations are set and understood by all parties; develop and seek the approval and signature of donor on the deconstruction contract before starting each project.
- * Perform accurate assessment of potential homes/businesses for deconstruction and ReStore sales when a lead comes in.
- * Coordinate and schedule all deconstruction planning with donor, volunteers, and ReStore staff to ensure all interested parties are well informed and prepared.
- * Recruit and develop volunteers for the "Decon Crew(s)". Train on-site crew in deconstruction processes including safe power equipment operations and material handling (e.g., asbestos).
- * Supervise and lead department staff and assigned volunteers in worksite activities to ensure both donors and volunteers have an excellent experience with the ReStore deconstruction process. Ensure a safe, secure and efficient work environment at deconstruction sites.
- * Ensure damage-free removal and conveyance of items salvaged to the ReStore sales floor.
- * Perform timely project wrap-up, including an itemized list of items salvaged and value, donor thank you & receipt, volunteer & ReStore staff thank you and any appropriate deconstruction process updates.
- * Prepare reports for ReStore Director to detail revenue and expenses for deconstruction projects completed and projections for future/upcoming deconstructions.

Knowledge, Skills, Abilities and Personal Characteristics:

- * Strong enthusiasm for MHFH's mission, values and strategic objectives, including a customer/donor centric passion.
- * Ethical leadership demonstrating consistent high standards of integrity and accountability.
- * Excellent leadership skills including training, coaching and developing.

- * Team building through positive and effective communications and strong interpersonal skills.
- * Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow up.
- * Adaptability . . . a quick, sound and positive decision maker in rapidly changing conditions; anticipating, addressing and solving problems. Ability to handle and defuse challenging situations with tact.
- * A relationship builder resulting in cooperative, mutually beneficial and long-term relationships.
- * Encourages and fosters an open sharing of ideas, concerns, and hopes.
- * Personal presence, projecting a professional image in speech and demeanor in interactions with others in multiple venues and scenarios.
- * Strong communication and coordination skills to effectively & accurately communicate with donors (current and potential) Milwaukee Habitat for Humanity and ReStore management and staff, volunteers, builders, remodelers and sub-contractors, and local government officials.
- * Salvage value experience encompassing practical knowledge of product quality and appropriate pricing, repurposing potential, and expected value compared to salvage effort. Experiences and shares genuine enjoyment of the overall salvage process. Demonstrates a passion for the environment.
- * Project management and process improvement experience including project planning, execution and wrap-up. Quality orientation demonstrated by written procedures and other deconstruction business artifacts, and high execution expectations through the use of repeatable processes.
- * Proficient in Microsoft Office. Google drive software, and email systems.
- * Required to lift up to 100 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will occasionally be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).
- * High school diploma or equivalent with a minimum of 2 years related experience required. The ideal candidate will have experience in the construction industry and have a minimum of 2 years of experience in managing staff. Experience working with and managing volunteers would be a plus. Experience with lead and asbestos identification and abatement preferred, as well as experience driving large trucks. CDL a plus.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Requirement:

I understand that as an employee of Milwaukee Habitat for Humanity that I may be called on to drive a Milwaukee Habitat vehicle. I agree to keep a copy of my driver’s license in my employee file and will notify Human Resources immediately if it becomes invalid for any reason. I understand that this is a qualification requirement which means that if my license is suspended for certain reasons (such as a DUI or other ticket that takes away driving privileges) that my employment could be terminated.

Employee Name: _____

Date: _____