



An Equal Employment Opportunity Employer

Critical Home Repair Manager

(Full-Time, Tuesday - Saturday)

The Critical Home Repair (CHR) Manager directs and manages all aspects related to the CHR program including, but not limited to, people, functions, partner agencies, and contractors, responsible for completing production and program requirements involving all owner-occupied home repairs. The CHR Manager oversees the construction process from start to finish including, but not limited to, developing scopes of the necessary repair work, working with the families to select a contractor to perform the work, managing the contractor and construction process, maintaining the construction schedule according to budget and seasonal timelines and assuring the homeowner is satisfied with the general direction and completion of the work.

Job Responsibilities:

Coordination Efforts with Various Departments:

- Work with Family Services Department, Community Development Strategist, and partner agencies to find qualified applicants for CHR services.
- Attend neighborhood partner meetings related to housing to maintain an active presence in the neighborhoods where the program is offered
- Advise the development team on status of certain neighborhood centric grants and communicate effectively with development in order to meet grant requirement effectively
- Support New Construction, Rehab, and Recycle projects as needed.
- Provide leadership of volunteers on projects.
- Assist with maintaining, organization, and safety of the warehouse on a daily basis.

Contractor – Selection and Management:

- Develop a reliable pool of contractors that can adequately sustain between 25-50 active projects
- Work with subcontractors to ensure the scopes are properly understood and executed efficiently
- Manage issues of jobsite safety and security, for people and equipment.
- Maintain clean and safe work environment.
- Complete material take-offs, ordering of materials, and scheduling of subcontractors.

Project Management:

- Document processes and periodically review with Construction and Operations Director to ensure efficiency and completion.
- Monitor and approve subcontracted work to ensure it is completed in a timely and accurate manner.
- Lead special projects, delegating as needed.

- Provide construction labor and/or site leadership as needed to ensure project schedule is met in a safe and quality manner. Includes general labor, material handling, and completing carpentry related tasks.
- Create and manage CHR Project Schedule to meet expectations for quality, efficiency and timely completion, balancing interior and exterior work for appropriate seasons.
- Manage all punch-list issues and repairs in a timely manner.
- Frequent check-ins and status updates on each house to oversee the timeline of repairs
- Manage a high-production construction schedule with multiple deadlines, in-house and outside resources and interdepartmental coordination.

Business Relationship – Development and Maintenance:

- Develop relationships with partner agencies to create good working relationships in target areas.
- Work with partner families to develop a manageable work scope that subcontractors and staff are able to complete.
- Act as a construction liaison during construction process for homeowner and support homeowner experience as it relates to construction.
- Maintain consistent and clear communication with all MHFH staff regarding construction activities as required.

Administration – Budget, Contract preparation and management:

- Prepare a detailed budget for each house that may translate into the home loan.
- Ensure all projects/contractors are in compliance with any/all funding requirements.
- Solicit bids and write contract scopes for all subcontracted work.
- Create, monitor and update project budget including comparing actual costs to budget.
- Pull all necessary permits and schedule building inspections.
- Negotiate and manage subcontracts.
- Perform other duties as required.

Education, Professional Experience, Certifications:

- High school diploma or G.E.D. required
- Valid Wisconsin driver's license and good driving record.
- Minimum of 2 years construction management experience, with strong background in remodeling/rehabilitation.
- OSHA-10 Construction Safety and Health certification a plus.
- Lead Safe Renovator Initial-8 certification a plus.
- Experience working with volunteers a plus.
- Universal Dwelling Code and Green Building Knowledge.
- Familiarity with single family / duplex construction techniques on older homes.
- Experience scheduling contractors.

Knowledge, Skills, Abilities:

- Able to lift and maneuver up to 75 pounds.
- Strong computer skills: MS Word, Excel, Google: Gmail, Drive, Calendar
- Team player with excellent personnel management skills to build a strong team.
- Strong communication skills to work with various departments and levels of management.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Able to think strategically and to envision and balance "big-picture" priorities.
- Able to respond to emergency situations calmly and effectively.
- Support and engage in the mission of Milwaukee Habitat for Humanity.

Benefits include: health, dental, vision, life insurance, disability insurance, retirement plan, PTO Days, paid holidays

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.