



**An Equal Employment Opportunity Employer**

## **Construction Warehouse Manager (Full-Time, Monday - Friday)**

Milwaukee Habitat for Humanity's (MHFH) 27,000 square foot office / warehouse is the hub for our operation. This includes an office with over 20 employees and a warehouse/woodshop where we prefabricate components and inventory materials. The Warehouse Manager supports MHFH's mission by ensuring that the construction warehouse/office, building processes, and volunteers are managed in an efficient and detailed manner.

### **Job Responsibilities:**

- Organize and maintain warehouse/office facility interior and exterior, and manage relationships with building vendors.
  - Maintain organized warehouse and woodshop, including staging material as needed.
  - All grounds keeping duties (snow removal, grass cutting, etc).
  - Interior and exterior building maintenance (self-performed and contracted).
  - Know the proper care of stored items and proper safety standards are adhered to by staff and volunteers in the warehouse, and maintain a clean and safe work environment.
  - Manage special projects as directed.
- Ordering and receiving warehouse materials.
  - Lumber for woodshop production and inventoried material.
  - Process invoices.
- Ensure all vehicles are properly registered, insured, and maintained.
  - Maintain forklift and skid steer, including other warehouse equipment
  - Obtain/maintain certifications to operate warehouse equipment
- Manage insurance for MHFH.
  - Truck fleet insurance.
  - Construction job site insurance
  - OSHA/DOT/Safety related requirements
- Volunteer Management.
  - Work with Construction and Volunteer Departments to ensure proper construction volunteers are recruited, trained, and utilized.
  - Work with Construction Department to plan pre-construction work and provide supervision of volunteers.
- Administrative
  - Generate and manage lien waivers as needed.
  - Work with construction team on scheduling of labor, tools, and materials.

- Maintain consistent and clear communication with all MHFH staff regarding construction activities as required.
- Create and document processes and periodically review with Construction and Operations Director to ensure efficiency and completion.
- Knowledgeable of construction building schedule and progress at build sites to ensure that necessary materials are ordered and delivered on a timely basis.

**Knowledge, Skills, Abilities:**

The Warehouse Manager will have strong personnel management skills, the ability to build relationships with vendors and negotiate favorable prices, experience in controlling inventory, knowledge of construction materials and building processes, and customer service skills. In addition, he or she will need to possess the following skills:

- High school diploma or G.E. D. required
- Valid Wisconsin driver license and good driving record
- Familiarity with single family home construction techniques.
- Computer skills with knowledge of Microsoft Office and Google products, e.g. Word, Excel, Gmail, Drive, Calendar
- Strong organizational skills to manage and meet deadlines
- Attention to details to ensure accuracy and completeness of assignments
- Strong communication skills and ability to work well with all staff and volunteers
- Able to lift up to 75 pounds, perform heavy manual tasks, and be capable of performing outside duties under all weather conditions.
- Able to respond to emergency situations calmly and effectively.
- Commitment to affordable housing and Habitat's mission.

**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.