

**Home To Stay- Housing Assistance Center
Job Description**

TITLE: Home Repair and Facilities Manager- Part Time Position (28 hours per week)

REPORTS TO: Executive Director

JOB GOAL: To coordinate the Home Repair Program, provide limited assistance to the Furniture Program and HTS facility maintenance.

QUALIFICATIONS/REQUIREMENTS:

Required Skills & Knowledge

- Working knowledge of basic home repair including painting, roofing, drywall repairs, building porches and wheelchair ramps, floor structural repair and other basic carpentry
- Working knowledge of basic home systems and ability to evaluate repair/replacement needs for items such as electrical, plumbing and related fixtures, wells, drainage systems and heating systems
- Ability to effectively coordinate a team, train and work with volunteers to complete projects
- Excellent planning & organizational skills with the ability to cost jobs and solicit quality job quotes
- Familiarity with resources and programs for home repairs
- Good communication skills ranging a very diverse population
- Attention to detail and ability to document tasks and maintain appropriate records
- Computer literate with Microsoft Office Suite, especially Word and Excel, as well as the ability to adapt to the use of specialty software programs
- Professional, independent and a self-starter with strong problem solving and critical thinking skills
- Ability to work effectively with varied groups, including local agencies, professionals and contractors
- Excellent time management skills and ability to effectively work independently
- Flexibility, patience and a passion to serve the under-served

Primary Responsibilities

- Visit prequalified client homes to complete an assessment of need and evaluate scope of project
- Create job estimates and proposed resourcing plans
- Provide basic designs and plans for the work including ordering/procuring materials
- Physically complete projects in the case of self-performed work or determine if contractors are needed
- Obtain bids and coordinate contract work as needed
- Recruit and manage volunteers to build a volunteer base utilizing them to help resource larger projects
- Manage shop facilities, vehicles and tools, making requests for capital replacement as necessary
- Operate the Reach Truck in the furniture storage area to place and/or remove items from the top shelving units
- Oversee maintenance of the main HTS office building and grounds

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.