

HOUSING GREENSBORO, INC.
JOB DESCRIPTION

Position Title: Minor Home Repair Manager

Reports to: Executive Director

Job Summary:

This position will manage the overall operations and workflow for the Minor Home Repair Program serving older adults and disabled individuals who own their home. The work will involve handling inquiries about the program, evaluating the minor work to be done and completing the repairs working alongside volunteers from the community.

Responsibilities:

- Upholds the Mission of Housing Greensboro which is to provide decent, safe and affordable housing to low-income households working towards the elimination of substandard housing restoring the dignity and hope to families living in Greensboro neighborhoods.
- Inspects the home for minor home repair needs and creates estimate of material, subcontractor and staff labor time.
- Familiar with local building codes to be able to identify major repair needs and make referral to other Housing Greensboro programs for homeowner.
- Presents minor home repair contract to homeowner for agreement, signature and collection of any payments if required.
- Maintains organized files of the homeowners applying for a minor home repair with proper documentation of all information in application.
- Oversees and assists in the completion of the minor repairs working both independently and with volunteers.
- Refers the homeowner to other available services in the community that they might be eligible for and need.
- Upon completion of the minor repair work, provides instruction on the maintenance or safe operation of items in the home that were repaired.
- Identifies resources needed to support the Minor Home Repair program and communicates to the Executive Director.
- Safeguard Housing Greensboro, Inc's resources and maintain a safe worksite
- Become knowledgeable about Housing Greensboro, Inc's mission, history and activities in Greensboro, it's homeowner criteria and responsibilities

Relationships

Internal: Housing Greensboro staff, Habitat for Humanity of Greater Greensboro

External: Homeowners, volunteers, senior service providers, City of Greensboro

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Qualifications

Education:

- Must be over 20 years of age with a high school diploma or GED.
- Have working knowledge of recommended home maintenance practices and minor home repairs.

Experience:

- Two years construction experience is preferred in home maintenance and minor home repairs
- Ability to teach and lead volunteers is highly desirable, but not required.
- It is important to have some experience working with older adults or disabled individuals.

Skills:

- Construction skills in general carpentry, minor roofing, electrical and plumbing repairs and the familiarity with the tools used in building.
- Ability to estimate repair job costs, organize the workflow of repair projects and multi-task is important.
- Strong interpersonal skills and desire to help others.

Physical requirements (if applicable):

- Must be physically capable to perform all construction tasks, including climbing ladders and lifting materials and tools up to 50 lbs.
- Must have a valid driver's license and ability to drive work vehicles.

Hours of Work: 5 days a week working from 8:00am to 4:30pm.

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