

DATE: June 15th, 2026

JOB DESCRIPTION: Home Repair Projects Manager

POSITION TYPE AND HOW WORK IS COMPLETED:

- Fulltime/Exempt
- Regular hours 7:30am – 4:30pm EST Monday - Friday (Saturdays as needed)
- This position requires excellent communication in person, over the phone, and on the computer. Physically assessing, reviewing, and signing off on projects will be essential.

SALARY: \$55,000 - \$60,000

REPORTS TO: Construction Director

OVERVIEW

The Home Repair Projects Manager will oversee the day-to-day operations of home repair projects. This includes supervising the Home Repair Site Supervisor, apprentices, and volunteers. This position ensures that all work is completed safely, professionally, and in alignment with the organization's mission and quality standards.

MAJOR DUTIES & RESPONSIBILITIES

Project Assessment -

- Conduct home assessments to determine the scope of work and repair needs.

Estimating & Permitting -

- Develop accurate project quotes, acquire necessary permits, and schedule required building inspections.

Subcontractor & Project Management -

- Act as project team leader for assigned Home Repair projects. Oversee and instruct the skilled or unskilled volunteers on the Home Repair jobsite, particularly regarding building procedures, quality, and safety.
- Ensure that all work on Henderson & Thermal Belt projects, including work done by subcontractors, is in accordance with approved drawings, current building codes, sound building practices, and within contracted and approved budget and scope of work.

Budget & Financial Stewardship -

- Manage repair program budgets, track expenditures, and provide financial performance updates to the Director of Construction to ensure cost-effective project delivery.
- Working in conjunction with the Construction Director, purchase needed materials, tools, and equipment for Home Repair project site(s).

Quality Control & Safety Compliance -

- Operate all project sites in compliance with Henderson & Thermal Belt safety policy.
- Assure proper maintenance, storage, and security of all materials, vehicles and tools.
- Oversee project completion, final inspections, ensure homeowner satisfaction, and close out all project documentation. Provide warranty support for new construction homes as needed.

Program Metrics & Reporting -

- Track and report key performance indicators such as the number of repairs completed, homeowner satisfaction, and cost efficiency. Maintain accurate records and share regular updates with leadership.
- Ensure completion of all paperwork including volunteer, safety and timesheet logs.

Team Support & Collaboration -

- Supervise, motivate, and give recognition to Home Repair Site Supervisor and volunteer work crews.
- Communicate any potential changes in any project scope of work to the Homeowner Services Associate and Construction Director.
- Collaborate with the construction team to support overall departmental goals.

Community Outreach -

- Build new and maintain existing relationships with subcontractors and other partners.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in Microsoft Office Suite, including Outlook and Excel and experienced with project manager software like BuilderTrend
- Strong understanding of home repair, renovation, and permitting processes
- Ability to read and interpret plans, scopes of work, and building codes
- Collaborative, professional team player with the ability to interact with diverse groups of people, including subcontractors and inspectors
- Ability to set and balance priorities, adapt swiftly to changes, and exercise autonomy while making timely decisions in the field.
- Management experience preferred
- Experience in tracking expenses and building a project budget preferred
- High School Diploma or equivalent required
- 3 years of Construction or related experience required
- Previous experience with OSHA requirements preferred
- Valid driver's license and reliable transportation required

PHYSICAL REQUIREMENTS

- Must successfully complete a 75-pound lift test administered by an Occupational Health Clinic. The lift test involves lifting a 75-pound object from floor level to overhead height and returning it to the starting position safely, repeated three times
- Manual dexterity and visual acuity for tablet and computer use
- Able to communicate with others, inside and outside of an office environment
- Must be able to stand for extended periods of time
- Must be able to move about rough terrain at site locations
- Must be able to climb ladders and scaffolding

OUR COMMITMENT

Henderson County & Thermal Belt Habitat is an equal opportunity employer that values diversity, equity, and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

INQUIRIES: Submit a cover letter and resume to employment@habitat-hvl.org

ADVERTISING PERIOD: June 15th, 2026 – June 30th, 2026