



Home Repair Technician
Home Repair
Reports to Associate Director of Homeowner Repair
FLSA Status: Non-Exempt
Full-Time

2017
Job
Description

POSITION OVERVIEW

The Home Repair Technician will conduct home repairs either by self, by leading volunteers, or by hiring and directing contractors as directed by the Associate Director of Home Repair.

PRIMARY RESPONSIBILITIES¹

- Perform authorized home repairs as part of GIHFH's Home Repair Program
- Schedule and manage the completion or warranty repairs from qualified service providers when necessary
- Work in conjunction with other departments to plan and execute neighborhood improvement projects under the Home Repair Program, including ordering materials and keeping within budget
- Direct and facilitate volunteer labor to affect community revitalization
- Coordinate with homeowners to schedule appointments for review and repair work
- Perform advanced handyman/light construction and repair work
- Maintain schedule and repair logs for supervisor review
- Schedule and attend meetings with home repair clients to discuss repairs and sign documents
- Track and manage costs for home repairs
- Create purchase orders for materials as needed
- Lead volunteer groups to complete projects in support of Home Repair Program
- Hire and assign contractors as necessary for the completion of Home Repair Program projects

KNOWLEDGE, SKILLS & ABILITIES²

- Strong written and verbal communication skills
- Ability to work with and direct groups of volunteers
- Adapt to dynamic schedule with constantly changing priorities
- Knowledge of Microsoft Word, Excel, and Outlook
- Knowledge of safety standards in construction
- Valid driver's license
- Ability to manage multiple projects simultaneously
- Prioritizes and organizes tasks and time well

EDUCATION, EXPERIENCE, & CREDENTIALS

- High School diploma plus three year construction or maintenance experience required

¹ This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

² Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.



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PHYSICAL REQUIREMENT TO PERFORM THIS JOB ³

- Ability to work in all climates
- Ability to lift over 50 lbs
- Safely bend, crouch, twist, and lay

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

³ These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.