



**Job Title:** Disaster Repair Manager

**Reports to:** Construction Director

**Classification:** Exempt

**Job Summary:**

Serve as Disaster Repair Manager for Houston Habitat for Humanity's Flood Home Repair program that provides repair assistance to homeowners affected by flooding who do not have resources needed to achieve recovery.

Candidate must be highly motivated and qualified to coordinate all jobs of the repair to include the assessor, the house lead, homeowner, and volunteers to successfully repair flood damaged homes and ensure the homes are safe, sanitary and secure and the work is done in a timely manner.

**Key Responsibilities:**

- The Disaster Repair Manager coordinates case managers from other agencies along with the Habitat repair team to ensure the homeowner's home is repaired to the safe, sanitary and secure standard.
- The Disaster Repair Manager will be responsible for tracking and reporting key performance indicators of home repairs.
- Responsible for ensuring the repairs are completed on time and according to safety and health standards.
- Educates customer on the timeline of work to include moving contents to a POD, mold remediation and relocation of family before start of construction, if necessary.
- Responsible to determine if home will need additional actions.
- Verifies work has been completed in a quality manner with quality materials and workmanship.
- Confirms homeowner is satisfied and obtains sign off for work completion.
- Requests and reviews final invoice from contractor and releases invoices for payment.
- The Disaster Repair Manager ensures that all reports required by the funding source(s) are accurate and submitted according to agreements.
- The Disaster Repair Manager compiles stories and written documentation that can be used to convey the story of home restoration efforts.

**Job Requirements:**

- Experience in home repair
- Moderate to Advanced math skills
- Bilingual in English & Spanish preferred
- Knowledgeable about residential building science
- Demonstrated proficiency in construction estimating
- Valid driver's license and clean driving record
- Excellent range of computer skills and knowledge of computer software applications
- Good interpersonal skills and a sense of community service/helping others
- Upholds organizational values & follows policies and procedures
- Observes safety and security procedures, reports unsafe conditions and uses equipment and materials

**Physical & Environmental Demands:**

- Must be able to lift up to 75 lbs., stand, squat, bend, climb, crouch, crawl, and use of tools.
- Ability to reach with hands and arms.
- Frequently exposed to outside weather conditions {hot, humid, rain, and cold}. Moderate noise level.

To apply for this position please mail your resume to: [Jobs@houstonhabitat.org](mailto:Jobs@houstonhabitat.org).

Please include the position title "Disaster Repair Manager" in the subject line.

**No Phone Calls Please**

*Houston Habitat for Humanity is an Equal Employment Opportunity Employer*