



We build strength, stability, self-reliance *and* shelter.

Job Description Repairs Supervisor Habitat for Humanity of Orange County, NC

Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Repairs Supervisor with a passion for its work and an entrepreneurial spirit.

Solid like the houses it builds, Habitat works with integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live.” Since 1984, Habitat has built 331 new homes throughout Chapel Hill, Carrboro, Hillsborough, and the broader county. Orange Habitat is an affiliate of Habitat for Humanity International (HFHI), an ecumenical Christian organization that excels at attracting people of any or no faith to work together to build homes, community, and hope. The affiliate has sponsored another 256 homes overseas in partnership with HFHI’s global work and pre-COVID led trips of local volunteers, staff, and board to build homes in places like Guatemala, Honduras, and Myanmar. The organization was granted the 2020 Community Impact Award by the Chapel Hill Carrboro Chamber of Commerce, awarded the Corporate Philanthropy award in 2021 by the Triangle Business Journal, in 2019 was announced as the Non-Profit of the Year by the Hillsborough Chamber, and was a 2020 recipient of GSK’s IMPACT award.

The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular. Habitat has expanded beyond the model to serve more families with its Home Preservation program, which has helped keep 228 families in their homes through affordable repair services. Collaborations and partnerships are at the heart of how Habitat operates and are the basis of its success.

Working with other affordable housing organizations in the community, Habitat has built 18 new homes and repaired dozens more in the historically African-American Northside neighborhood in downtown Chapel Hill-Carrboro. Four new homes in Northside will be starting construction this fall, a major opportunity for volunteers and the annual fund. Those moving into Habitat homes reflect the changing demographics of the community including Hispanic, African, and Karen/Burmese families. Orange Habitat partners with Habitat for Humanity of Wake County to operate a ReStore in Durham County and the first Orange County ReStore in Hillsborough. By working closely with local and statewide affordable housing organizations, and often playing a leadership role, Habitat successfully advocated for the \$5 million Orange County affordable housing bond in 2016 and the \$10 million Town of Chapel Hill affordable housing bond in 2019. The CEO of Habitat recently served a two-year term as the co-chair of the Orange County Affordable Housing Coalition and led The Chamber’s Big Bold Ideas initiative.

Orange Habitat is intentional about integrating diversity, equity, and inclusion into every facet of our organization. To us, these are more than just buzzwords or checklists. For the past two years, the organization has been on a journey with consultants at [BIWA | Emergent Equity](#). These efforts have allowed Habitat to recruit more diverse staff and board members, but the impact has been deeper than changing a statistic. To move from short-term interventions to long-term change, we have had hard conversations about the culture, values, and norms of Orange Habitat. Organizations cannot achieve equity with policies, procedures, and practices that are not developed through an equity lens. Our staff and board have participated in a number of workshops and simulations to examine the history of race and help us think critically about how that relates to our work, programs, and the people we serve. In March, Habitat held a community breakfast featuring an



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expert panel on racial equity in housing and the unveiling of the organization's award-winning [Promoting Black Homeownership Report](#). Orange Habitat is also a member of Habitat International's task force on [Advancing Black Homeownership](#).

Today, Habitat employs 26 people and is overseen by a 17-member Board of Directors. Its Advisory Board serves as ambassadors for the organization but do not have a governing role. Last year, more than 2,000 volunteers played an active role in Habitat's success, including many who volunteer on a weekly basis. The organization has a FY22-23 operating budget of \$6,466,250 with contributions from individuals, corporations, foundations and the faith-based community projected at \$1,650,000 (26%); earned income from home sales and proceeds from the ReStore projected at \$4,449,000 (69%), and other sources including government funding projected at \$317,300 (5%).

Candidate Description

The Repairs Supervisor will be joining colleagues dedicated to the organization's mission and an environment where teamwork thrives. The Repairs Supervisor is responsible assisting the Repairs Manager in Habitat for Humanity's home repair projects. These repairs are performed by Repairs Manager, volunteers, and/or paid contractors; therefore, the ability to work effectively with a diverse group of individuals is required. The Repairs Supervisor will interact with volunteers, Habitat partner families, inspectors and subcontractors.

This is a full-time, non-exempt position (40 hours per week), with a normal weekly work schedule of Monday – Friday with the ability to work some weekends.

Specific Responsibilities

- Assist Repairs Manager for all Home Preservation Programs
- Acts as a passionate and informed advocate for HHOC and its programs
- Work in partnership with the homeowners
- Draft work scopes and preliminary budgets for each repair project
- Pull permits for projects as needed
- Manage supply chain ordering and sub-contractor bidding process

Construction

- Manage project timelines
- Coordinate the delivery of tools and supplies
- Coordinate subcontractors
- Coordinate building inspections
- Follow applicable building codes
- Willingness to work with volunteers
- Maintain a safe worksite and teach volunteer safe work habits
- Refine and grow the pool of vendors and sub-contractors
- Possess knowledge of residential construction and ability to relay that information to volunteers
- Ability to read residential blueprints
- Ability to draw up project designs for permitting requests and scope of work evaluations
- Proven ability to work in a fast paced, constantly evolving environment
- Ability to use computer for basic tasks



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- Ability to work outdoors in a variety of weather conditions
- A sensitive and compassionate posture when working with people who are in difficult and complex life situations

Qualifications and Experience

- High school diploma required
- Minimum three years of direct on-site residential construction experience is required
- Experience in home remodeling desired
- Organized construction training and education is preferred
- Experience teaching in any capacity is a plus
- Volunteer supervision experience highly preferred
- Safety training also preferred

Physical requirements necessary to perform this job:

- Ability to adequately traverse a residential construction job site (i.e.- climbing, lifting, carrying a minimum of 75 lbs., and other similar activities as required)
- Ability to safely use residential construction power tools
- Ability to safely operate a construction vehicle (pickup truck or similar)
- A current and valid [NC] drivers license

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance.

Hourly Rate: \$17-\$26 per hour

In one document, please send a cover letter and resume to careers@orangehabitat.org

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.