



Home Repair Specialist

The Home Repair Specialist is responsible for making repairs/ renovations to owner occupied homes involved with Habitat Bucks Home Repair program.

Specific Duties

- Ability to do all aspects of renovations including but limited to carpentry (rough and finish), window and door replacement, flooring, siding, painting, masonry and concrete and modifications to promote accessibility.
- Do pre- construction site visit to review SOW (Scope of Work) including: material, labor and volunteer opportunities.
- Work with Construction Director to prepare plan for work and schedule project including ordering long lead items.
- Set up material for delivery and/or drop off on an as needed basis.
- Ability to work with and instruct volunteers as needed.
- Flexible work week, 2-3 days per week.
- Other duties as assigned.

Required Skills and Qualifications

- Minimum of 10 years of experience in residential construction and renovations mandatory
- Valid PA driver's license and reliable transportation (pickup truck or van a plus)
- Criminal and child abuse background checks mandatory
- Basic carpentry hand tools (power tools supplied by Habitat Bucks)
- Working knowledge of local building codes
- Light electrical and plumbing understanding
- Demonstrates compassion, professionalism and discretion when dealing with sensitive/confidential matters
- Demonstrates strong planning, organization and follow-through skills
- Communicates in an engaging and professional manner
- Computer literate, with demonstrated experience in Word, Excel and other common software programs

Position Reports to: Construction Director

Construction Director signature / date

Home Repair Specialist signature / date

