



CRITICAL HOME REPAIR MANAGER

Habitat for Humanity of Greater Portland is looking for a Manager to oversee our Critical Home Repair team, assisting low-income homeowners in need of safety or structural repairs. The CHR Manager works in conjunction with other staff reviewing applications, creating job scopes/ estimates, scheduling, performing and/or overseeing repairs. S/he supervises the CHR Site Supervisor and oversees volunteer teams.

Habitat believes in a positive team culture and offers competitive salaries, generous paid time off, health, dental and vision insurance, disability and life insurance, and a retirement contribution.

Annual salary range: \$57,000-\$62,000 plus benefits; full-time, Monday through Friday

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Oversee all aspects of the Critical Home Repair Program, supporting staff, subcontractors, and volunteers.
 - Create detailed estimates for all projects, ensuring compliance with structural plans, building codes, and energy efficiency standards.
 - Coordinate with other Habitat staff for grant applications, project billing, and homeowner communications.
 - Manage program data tracking and grant compliance.
 - Coordinate with subcontractors, material suppliers, and staff to ensure that all appropriate materials are procured in a timely manner.
 - Develop standard operating procedures and coordinate all program policy changes.
 - Create annual plans, budgets, and goals.
 - Adhere to OSHA, Lead Safe, and HFHI safety policies and practices.
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QUALIFICATIONS

Required:

- High school diploma
- 5-10 years residential home construction and remodeling experience
- Knowledge of building codes and energy efficient building practices
- Excellent interpersonal skills; ability to lead a variety of diverse groups with patience and flexibility
- Ability to independently manage multiple priorities while maintaining attention to safety, detail and quality
- Possess a valid driver's license with no major violations in the past 3 years
- Ability to lift 80+ lbs and to work from a ladder, roof, and scaffold at heights of up to two stories

Preferred:

- Associate or Bachelor's degree
 - Experience working or volunteering with Habitat for Humanity a plus
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To Apply: Email cover letter and resume to dan@habitatme.org