HOME ACCESS and CONSTRUCTION COORDINATOR POSITION DESCRIPTION

Reports to: Executive Director

Summary: The Home Access Coordinator is responsible for evaluating, planning, and implementing our home access and our housing construction as part of our Homeowner and Home Modifications Program. This position is essential to support and fulfill the mission of Walton Options and Augusta/CSRA Habitat for Humanity.

Full Time Exempt - professional and administrative position.
Benefits eligible – health insurance, 401K, paid holiday, personal leave
It requires flexible hours.
Applicant must be a licensed general contractor/home builder.

Certifications, Licenses, Clearances Required
- Licensed General Contractor/Home Builder
- Driver’s License with insurable record
- Cogent Federal and State Background clearance- eligible to work with disabled and children
- Eligible to work in the United States

NECESSARY SKILLS
Must demonstrate history of competence in remodeling, construction, home building. Must have excellent organizational skills with initiative to identify, address, and resolve situations without constant direction. Able to efficiently schedule, plan, procure, and oversee sub-contractors and volunteers for each project. Good communication skills with external parties in matters such as site selection, working with architects, zoning, securing building permits. Able to travel to site locations throughout a 16 county service area. Site management and the unique opportunity of organizing and working with volunteers. Must be able to create and maintain organized, orderly paper and report plans, schedules and budgets to the executive director. Must be proficient in Microsoft Office. Demonstrate a willingness and ability to communicate with a diverse group of people including consumers, homeowners, volunteers, donors, community leaders, and board members.

SPECIFIC RESPONSIBILITIES
Preparation, Coordination and Management for Home Builds
- Work with Habitat Executive Director and Site Selection Committee to identify potential building sites.

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• Work with the Executive Director to develop an overall construction plan for each build season.
• Responsible for obtaining usable blueprints for Augusta/CSRA Habitat’s use.
• Adjust building plan as needed by site and family requirements. Maintain working drawings with adjustments.
• Develop detailed schedules for each project.
• Arrange for site plans, erosion drainage and surveys to be done. Check with local authorities to guarantee availability of gas, water, sewer and power. Order temporary power and restrooms for build sites.
• Apply for permits. Work with city on any additional requirements.
• Be familiar with HFHI requirements and suggestions regarding building.
• Advocate for accessible and energy-efficient housing and explore new construction methods and new building materials.

Preparation and Coordination for Home Modifications
• Review consumer request, visit site and receive permission to provide home access, being sure all documents are completed.
• Organize and Coordinate at least 12 volunteer ramp projects and 24 staff projects for ramps, grab bars, and door widens yearly. These are less intensive, single access issue requests typically requiring less than two days on site time.
• Estimate material cost, submit for approval if over the designated approved allocation including estimated project date.
• Secure appropriate sub-contractors and bids when outside of Walton staff or volunteer scope.
• Acquire permit when required.
• Submit pictures of completed work and all paperwork to business office Operations Coordinator.

Construction Management
• Supervise professional and volunteer construction personnel. Utilize existing skilled persons maximizing benefit.
• Help identify and recruit volunteers providing training and support to construction volunteers.
• Provide training opportunities for volunteer construction supervisors.
• Develop and maintain an overall plan for construction including financial estimates.
• Recruit, train and manage volunteer construction supervisors; lead monthly construction committee meetings and communicate plans with staff.
• Work with committee chairs and affiliate staff to insure that volunteers and partner families are productively involved in the construction process. (The houses should not be built by the Construction Staff and a select few volunteers.)
• Work closely with the Volunteer Coordinator to apprise him/her of volunteer and skill needs and cooperate with scheduling of volunteer groups.
• Attend special events and conferences as appropriate.
• Work with leaders to implement safety program and assure staff or volunteer leader has licensure or credentials needed for specific duties (when required).

Construction Procedure
• Hire subcontractors and ensure timely and accurate completion.
• Order inspections and ensure that houses and projects are built to code.
• Use in-kind material and labor when possible.
• Provide updates regarding estimated completion dates.
• Responsible for projects until 100% complete and sold to homeowner.
• Responsible for warranty work including sub work, improper drainage, and appliances.
• Oversee final walk through with partner family.

Materials and Labor Procurement
• Ensure timely clear communication with contractors and vendors. Develop working relationships.
• Responsible for ordering correct quantity and having materials delivered on time.
• Maintain connections to suppliers.
• Negotiate prices and timelines for sub-contracted labor and materials, use bidding process when applicable and oversee quality control.
• Purchase supplies for inventory when at best price.
• Organize, inventory and maintain the affiliates trailers and tools.

Management of Information
• Approve all construction-related invoices and ensure they are obtained in timely fashion.
• Assist Finance Director in estimating the value of in-kind gifts and obtaining invoices for donated services.
• Develop and utilize budgets for home construction and tool and trailer acquisition.
• Work with the Executive Director to prepare an annual budget for home construction.
• Hours worked are flexible and include preparation and planning time.
• Travel reimbursement and Cell phone stipend provided
• GOALS –
  • 4 Home Building Projects for consumers going through the Habitat Program
  • 36 Consumers served through the home access program
  • Volunteer Growth
  • In Kind supply off setting costs

Resumes should be submitted to jobs@waltonoptions.org for consideration.