



# REVITALIZE MILWAUKEE

## POSITION DESCRIPTION

### CONSTRUCTION SPECIALIST

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#### ***ORGANIZATIONAL SUMMARY***

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Revitalize Milwaukee is a 501(c)3 nonprofit organization whose goal is to preserve affordable housing and revitalize vulnerable neighborhoods throughout Milwaukee and Waukesha counties. We are the largest provider of free home repairs to eligible homeowners in Southeast Wisconsin and the only one that provides them for free. While we directly impact individuals and families, we also improve economic stability by keeping long-term, existing homeowners in their homes. This stabilizes neighborhoods and the tax base paid to the city.

Over time, health and safety issues develop from the inability to pay for repairs and other necessary services. Without our free services, many Milwaukee residents would suffer serious injuries or even be forced to move out of the homes that they've lived in for over 30 years.

We employ 15-30 City of Milwaukee licensed and insured minority contractors daily, providing sustainable wages and helping the local economy.

We operate on an annual budget of 4.2 million dollars. Each dollar received is leveraged approximately 4:1, creating a total reinvestment of \$27 million dollars back into the community. Over 99% of our funding comes from private sources (grants, corporations, and individuals).

RM improves lives by providing FREE, professional home restoration, vital safety repairs and life-changing accessibility modifications for low-income homeowners who are senior citizens, veterans and/or persons with disabilities. Our impact is extended beyond the individuals served to revitalize and stabilize vulnerable neighborhoods. Home by home, block by block, entire communities are transformed. Services include accessibility improvements, electrical patch-ups, energy efficiency upgrades, general renovations, plumbing repairs, and security updates. Emergency repairs are also available and will be addressed within 24 – 48 hours of the initial call.

Since 2000, RM has completed critical home repairs on nearly 4,500 homes with the help of next to 30,000 hours of volunteer time and invested over \$27 million into Milwaukee area housing. In 2023 alone we completed over 4,000 repairs at 385 homes, impacting over 600 individuals.

RM has a proven track record of success and impact. Join our growing team to be part of our success!

More information about us can be found at [freehomerepairs.org](https://freehomerepairs.org) or [freehomerepairs.org/careers](https://freehomerepairs.org/careers)

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## ***BENEFITS AND CULTURE***

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### **WHY REVITALIZE MILWAUKEE?**

#### **BENEFITS**

- Generous PTO package including 53 paid days off. This includes 128 PTO hours plus 10 bonus and Holiday paid days off, paid Fridays off every other week giving you 26 three-day weekends a year!
- Opportunity to earn performance-based bonuses.
- Competitive salary.
- \$300 monthly healthcare stipend - \$3,600 per year.
- 5% of salary contributed by the organization to 401k with no match required.
- Cell phone and mileage reimbursement.
- Amazing offices in the heart of downtown Milwaukee and paid parking with 24-hour access for you to enjoy dinners, sporting events, and concerts in downtown as well!
- Onsite amenities such as movie popcorn machine, organic fair trade coffee and endless treats.

#### **CULTURE**

Our team is passionate about two things: fulfilling the mission and loving our every day. We've learned that to do our best work, there must be a holistic balance. So, we incorporate the following developmental and social events and activities right into the workday:

- **MONTHLY LUNCH AND LEARNS** – paid time for the team to connect and grow over a delicious catered lunch.
- **TEAM SOCIALS** – unique opportunities to hangout and share fun experiences outside of the office... think boating and sailing trips, axe throwing, drinks and dinner, game night and more!
- **YOGA** – Free yoga class with a certified instructor
- **PET FRIENDLY** – We adore our furry children - bring you pet to work with you!
- **QUARTERLY TEAM VOLUNTEER DAYS** – we serve our city together!
- **QUARTERLY PLANNING AND DEVELOPMENT DAYS** – revisit and reset your goals
- **PERSONAL DEVELOPMENT OPPORTUNITIES**
- **GROWTH-ORIENTED CULTURE**
- **OPPORTUNITIES TO EXPAND YOUR SKILLSET IN A SUPPORTIVE WORK ENVIRONMENT**

## **AS A HIGHLY COLLABORATIVE AND DRIVEN TEAM, WE LIVE BY THESE VALUES:**

- **RESPECT:** At all times, we're respectful. Through our choice of words, tone of voice, body language, and actions, respect is demonstrated by:
  - Prompt response to messages, phone calls, emails, and other inquiries.
  - Effective two-way communication between RM and our partners.
  - Honesty – We tell the truth, do what's right, and honor our commitments even when expensive, inconvenient, or embarrassing.
- **POSITIVE ATTITUDES:** We choose to hold a positive attitude in all that we do to promote flexibility, teamwork, and collaboration in the best interests of each other, our clients, our patrons, and our community. We accept the unconventional working conditions that characterize the nonprofit sector's commitment to helping others. We offer suggestions and solutions when appropriate to improve the circumstances of our clients and our co-workers. Ultimately, we build each other up as a team.
- **ENCOURAGE INITIATIVE:** We promote the growth of the agency. We demonstrate strength and commitment by engaging volunteers, supporting homeowners, and inspiring the community. We respond to the working environment by exceeding the agency's goals and creating a better workplace without being asked to.
- **CONTINUOUS LEARNING, DEVELOPMENT, AND IMPROVEMENT:** We recognize our responsibility to: listen and learn from each other, offer suggestions for improvement, and continuously develop the knowledge and skills to strengthen our ability to achieve RM's mission and services at a high level of accomplishment in support of our community. We build upon our strengths to strive for greater achievements on behalf of our clients and our mission.
- **INTEGRITY AND EXTREME OWNERSHIP:** We are honest in sharing our perspectives; open to understanding different points of view; and always do what we say we'll do. We believe individual and collective leadership drives results; when we fail, we own it, resolve it, and learn the lesson to avoid it in the future.
- **ACCOUNTABILITY AND TIMELINESS:** We commit to uphold these core values to help create a meaningful and enjoyable work culture in which we can all take pride. We meet program goals through consistency and investment of time. We manage time effectively to accomplish outcomes.
- **CUSTOMER FOCUS:** We exist because of our customers' needs. We must understand, anticipate, and act on those needs to meet the expectations and requirements of internal, but primarily external customers, peers, and stakeholders. We will use this insight for improvements in products, services, and to establish best practices.

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## ***PRIMARY RESPONSIBILITIES***

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***Work with our dedicated and passionate staff as we accomplish our mission to provide free professional-quality home repairs to low-income homeowners.***

***We offer a fast-paced, creative environment, and are committed to making a pronounced impact in the community.***

Revitalize Milwaukee is seeking a Construction Specialist to coordinate, manage and facilitate the completion of 400+ home projects annually, Block Build and corporate projects, all of varying scope and sizes. These projects vary in scope and can range from simple installation of grab bars to major renovations. Work closely with the CEO and Director of Construction to develop and expand program operations for RM. This position works with a diverse general population, including homeowners, volunteers, sponsors and donors to provide quality repairs to our client's homes and exceptional service to our partners and donors, working together for the benefit of our clients.

Additional key responsibilities are to establish new and nurture existing relationships with local governmental agencies, vendors and suppliers, community partners and providers, and in-kind donors.

We are looking for someone who is driven, has a strong background in construction or related fields and wants to work with a team passionate about giving back to our community.

This position reports directly to the Director of Construction.

- **PROJECT MANAGEMENT** – Assess a minimum of 6 homes per week, develop scopes, schedule contractor and coordinate projects. This includes all aspects of project management, including identification and communication of the scope of work; schedule development and management; documentation and reporting development and management; budget development, tracking and reporting. Manage off-site corporate service day projects.
- **CONTRACTOR, WORKFORCE, AND VOLUNTEER MANAGEMENT** - Identify, recruit and manage skilled trades contractors. Develop and maintain partnerships with local workforce development agencies to provide opportunities for trainees seeking construction experience and skills. Recruit and train teams of skilled and unskilled volunteers. Develop and deliver training program materials for volunteers to ensure safety, high quality services and client satisfaction.
- **QUALITY AND COMPLIANCE** – Develop a project culture and mindset that is focused on quality and continuous improvement. Ensure that repairs and modifications are compliant with all applicable codes and ordinances. Develop and maintain relationships with municipal and county inspectors.
- **INVENTORY & WAREHOUSE MANAGEMENT** – Organize and maintain all building materials moving in and out of the warehouse. Track what materials go to which contractors, and to which homeowner those materials will be used in repairs. Keep materials organized by category (i.e. Plumbing, Electrical, etc.).

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### *ADDITIONAL RESPONSIBILITIES*

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- This role plays a significant part in our annual Block Build event in ensuring quality scope of work and working directly with partners.
- Assist with the planning, coordination, and execution of the organization's three annual events including our Block Build MKE, Golf Outing, and Gala.
- Ability to attend and participate in scheduled events and projects on various weeknights and weekends throughout the year, including fundraising events, donor appreciation events, volunteer projects and our annual events listed above.
- Promote Revitalize Milwaukee to the community.
- Additional duties as assigned by direct supervisor or CEO.

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### *EXPERIENCE AND SPECIAL SKILLS DESIRED*

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- 5 or more years of experience in home construction or remodeling project management.
- Effective leadership and communication (oral, written, presentation) skills.
- Knowledge and experience in cost accounting.
- Exposure to construction regulations and rules.
- Adaptive, problem-solving orientation.
- Conceptual skills and ability to develop work plans and project schedules.
- Genuinely driven to help our clientele and the community
- General computer skills required (MS Office, DropBox, Google Workspace, Monday.com).
- Valid driver's license, reliable and insured transportation and ability to visit job sites.
- Ability to prioritize tasks and manage time.
- Ability to work effectively with individuals from diverse backgrounds.

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### *SALARY AND APPLICATION INFORMATION*

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Salary commensurate with experience.

Salary \$50,000-\$55,000.

Please send a cover letter and resume with salary requirements to [Stacie@rtmilwaukee.org](mailto:Stacie@rtmilwaukee.org).