



**HOME REPAIR SERVICES**  
RESOURCES FOR HOMEOWNERS

# Roofing Specialist

February 2024

## HOME REPAIR SERVICES OF KENT COUNTY

Since its founding in June of 1979, Home Repair Services (HRS) has grown significantly in both the scope and scale of its programs that strengthen homeowners of all backgrounds. As the only post-purchase housing agency of its kind, it remains an honor and privilege to be *there* for Kent County residents — to be the civic response for those seeking a “hand-up” in the universal quest to participate in the American dream of owning a home.

The HRS **Repair Program** continues its focus on partnering with vulnerable homeowners for health and safety repairs. Having moved beyond its original Grand Rapids geography to now include all of Kent County, the program is executed through a dedicated and skilled internal staff plus an amazing array of sub-contractors who provide efficiencies without sacrificing mission. Last year, HRS completed over 1784 repair jobs for area homeowners with an average tenure in their home of 24 years.

While making homes safer has and always will be part of the HRS mission, support for a new demographic of homeowner — those seeking to tackle their own projects — is also a key strategic focus. Recognizing that these *do-it-yourselfers* would benefit most if they were given the tools of knowledge and training, a suite of offerings has been developed under the umbrella called **Self-Help Programs**. Currently, these programs that empower include “hands-on” skill workshops, home inspections, financial coaching, foreclosure counseling, and a kitchen remodeling program. The Self-Help Programs are free and open to all in our community who seek to better their homes by first, bettering themselves.

Home Repair Services delivers its mission through 22 dedicated and caring staff, a base of over 50 regular volunteers and through financial support from over 600 donors, businesses, foundations, and municipal funders. Our “home” is a fully transformed 1950’s era car dealership just south of downtown Grand Rapids on Division Avenue near Hall Street.

**Mission Statement:** Home Repair Services strengthens vulnerable Kent County homeowners because strong homeowners build strong communities.

**Vision Statement:** Confident homeowners enjoying vibrant communities.

### **Core Values:**

#### **Compassion**

We respond effectively to human need and affirm the dignity of the people we serve.

#### **Stewardship**

We demonstrate integrity as we use the money, time, talent, and natural resources entrusted to us.

#### **Inclusiveness**

We reflect our community’s diversity in our staff and board and promote mutual respect and understanding throughout our community.

#### **Professionalism**

We adhere to high standards of quality and accountability in all service categories and maintain knowledge and experience in the building trades.

#### **Collaboration**

We seek mutually beneficial partnerships with those who share our interest in building strong communities.



### **Roofing Specialist - Job Description**

The Roofing Specialist contributes to the agency's Repair Program which facilitates critical health and safety repairs in the homes of vulnerable Kent County residents. The Roofing Specialist works to repair roof leaks on single family residential homes in Kent County.

Home Repair Services is a non-profit organization that works to strengthen vulnerable Kent County homeowners through classes, coaching, repair resources, and more.

**Starting Hourly Range:** \$22 - \$26 depending on experience

**Hours:** Full-time 40 hours per week Monday – Friday 8:00 a.m. 5:00 p.m. (no regularly scheduled evening or weekend hours)

#### **Strong Benefits Package:**

- Health insurance
- Dental insurance
- Health Savings Account with generous employer contribution
- 403b/Roth Retirement Plan with generous employer match
- Robust paid time off policy and 9.5 paid holidays.
- Tuition Reimbursement
- Optional Life Insurance
- Optional Vision Insurance
- Employee Assistance Program

**Work Environment:** A rare opportunity to combine a paycheck with purpose! Home Repair Services is a highly respected nonprofit that provides steady, year-round, full-time work in a friendly, fun, family-like work environment. This position is hourly with no regularly scheduled evening or weekend expectations.

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#### **ROOF SPECIALIST REQUIREMENTS:**

- Must be 18 years of age.

- Possess a high school diploma or equivalent.
- Must have a valid driver's license.
- Proven experience in residential roofing, remodeling, or construction
- Sound knowledge of safety standards and procedures
- The ability to safely operate power tools.
- The ability to read work orders.
- Familiarity with digital work order systems a plus
- Excellent time management skills
- Effective communication skills
- Basic computer skills

**ROOFING SPECIALIST RESPONSIBILITIES:**

- Conduct thorough roof inspections to identify the source of leaks.
- Be able to describe the repair on paper.
- Be able to estimate the costs – labor and materials – to remedy the repair and prevent the roof from leaking.
- Cultivate relationships with clients, explaining the nature of the roof leak and how it will be repaired.
- Work with subcontractors as needed.
- Be able to anticipate what will be needed to make the repair and purchase the needed building materials.
- Maintain organization in company issued vehicle.
- Effectively setup and cleanup each job site, ensuring a safe and efficient work environment exists for you and the homeowner.
- Be able to unload materials and tools, and ensure they are organized and accessible.
- Follow all safety guidelines and procedures to maintain a safe workplace.
- Perform general maintenance of any roofing equipment and tools.
- Participate in team meetings and training sessions to continuously improve your skills and knowledge in the roofing industry and general carpentry.
- Must be proficient in the roofing trade to the point of being able to work without on-site supervision.
- Be organized with scheduling repair jobs, tracking progress, receipts, and other job-related paperwork.
- Maintain a deep understanding of roofing materials, techniques, and industry trends.
- Meet established client satisfaction and service delivery standards for friendliness and courtesy.
- Keep Repair Team Manager informed of activities through regular communication.
- Actively participate in Repair Team meetings.

**ATTRIBUTES:**

- Supportive of the agency's mission, vision, and values
- Collaborative
- Comfortable in working with people of diverse backgrounds.
- Problem solver
- Flexible
- Organized with strong detail management.
- Ability to lift 50 pounds.
- Have sound character and able to pass a background check.

Please send a resume and cover letter to Cassandra Renteria, Office & HR Coordinator, at [krenteria@homerepairservices.org](mailto:krenteria@homerepairservices.org). Home Repair Services is an equal-opportunity employer.