



## **HOUSTON HABITAT FOR HUMANITY JOB DESCRIPTION**

**JOB TITLE:** Construction Trainee Instructor  
**DEPARTMENT:** Construction  
**REPORTS TO:** Construction Director  
**CLASSIFICATION:** Salaried, Full Time, Exempt  
**COMPENSATION:** \$45,000-\$50,000 depending on experience

### **JOB SUMMARY:**

The Construction Trainee Instructor is responsible for teaching safe tool use and construction curriculum and providing hands on residential construction training. The Construction Trainee Instructor will lead teams of on the job trainees to learn construction skills on new residential Houston Habitat projects as well as some Houston Habitat repair projects while mentoring them to graduate and transition to construction related education or employment. The Construction Trainee Instructor will be responsible for the instruction, development, mentoring, and training/preparation of trainees with construction skills. The Construction Trainee Instructor will be responsible for delivering occupational skills training, as well as, develop curriculum and lead instruction for this on the job trainee construction training.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

The Construction Trainee Instructor will perform the following functions:

1. Provide project site instruction to trainees in construction techniques and site safety
2. Assist with the teaching of OSHA 10, OSHA 30 and job skills development for all trainees and ensure prompt submission of required paperwork
3. Enforce OSHA regulations related to residential construction
4. Follow and help implement program Policies, Procedures and Contracts with trainees;
5. Support program and organizational goals
6. Plan & conduct activities for a balanced program of instruction, demonstration and work time that provides trainees with opportunities to observe, question and participate
7. Provide instruction in the discipline of job readiness training, forklift training and other vocational on the job construction skills
8. Coordinate with Construction Director to procure tools, supplies and equipment necessary to deliver training
9. Ensure safe transport of trainees to build sites using company owned vehicles;
10. Prepare job training site, organize and track tools
11. Act as a liaison with external programs, departments and employment partners
12. Be a positive role model/mentor; exhibit a passion for teaching and engaging trainees in the learning process
13. Keep accurate attendance records, hours of training, performance, and skills achievement throughout training and relaying expectations and attendance policies to trainees

14. Turn in project logs, timesheets and process receipts on a weekly basis
15. Thoroughness in completing work tasks
16. Reliable, responsible, dependable and ability to fulfill obligations with integrity, honesty, and knowledge of professional ethics
17. Good natured, cooperative attitude. Ability to maintain composure, keep emotions in check, control anger, and avoid aggressive behavior even in challenging situations. Accept criticism and deal calmly and effectively with high stress situations
18. Duties, responsibilities and requirements should not be interpreted as all-inclusive
19. Additional functions and requirements may be assigned by the Construction Director as deemed appropriate

**REQUIREMENTS:**

- Associate's Degree in construction or related industry and OSHA 500/NCCER Instructor Certification preferred
- Four years' experience in hands-on residential wall/roof framing and working as a construction General Contractor, Superintendent or Sub-Contractor
- Experience and credentials in training on a forklift
- Two years' experience teaching, training and working with a diverse population experiencing barriers to education and employment with criminal records and a variety of lifestyles, behaviors, cultural and spiritual practices; and working with contracts, reporting measurements, compliance and member coordination
- Must have a valid Texas driver's license, clean driving record and authorization to work in the U.S.
- Monday-Friday, 7:00am-3:30pm with half hour lunch - generally 40 hours per week.
- Occasional Saturdays may be required. In such weeks, the following Monday would be the scheduled day off instead of Saturday.

**PHYSICAL & ENVIRONMENTAL DEMANDS:**

- Ability to lift up to 50lbs., stand, squat, bend, climb, crouch, crawl, and reach with use of hands, arms and legs
- Frequent exposure to outside weather conditions (hot, humid, rain and cold)
- Work indoors in environmentally controlled conditions, working in an office or shared office setting
- Wear appropriate PPE and follow COVID19 safety protocols in office and on build site
- Exposure of moderate to loud noise conditions

**BENEFITS:**

Houston Habitat offers a competitive benefits package including medical, dental, vision, life, short/long term disability, and voluntary life. Houston Habitat also has a generous holiday schedule and paid vacation and PTO benefits.

**I hereby acknowledge that I have received, reviewed and thoroughly understand my job duties and responsibilities as stated on my job description.**

**I understand it is my responsibility to read and fully comply with my job description. I further understand that I may consult with my Supervisor and/or Human Resources Department regarding any questions I may have regarding my job description.**

\_\_\_\_\_  
Employee's name (printed)

\_\_\_\_\_  
Employee's signature/Date