



(936)632-8445 (936)632-8470 FAX
P.O. Box 522 Lufkin, TX 75901-0522

Construction Director Job Description

Compensation: \$35,000 Annually

Job Summary/Duties:

This full-time position is responsible for overseeing specific Habitat construction projects, as well as assisting in the procuring of consignment donations. This will require occasional travel and heavy lifting. This position requires organizational and leadership skills, as well as a construction knowledge and experience. The appropriate candidate should demonstrate the ability to work effectively with volunteers and families in the Habitat program and a commitment to serving God by building homes for families in need of decent housing. This position is responsible for directing the work of one or more construction laborers and volunteers assigned to construction projects. The major responsibility of this position is to supervise construction related activities on the worksite. The assigned employee will be responsible for tools, equipment, and vehicles assigned to job, as well as the safety and quality of construction.

Reporting To: Executive Director

Job titles reporting to this position:

This is not a Management Level position. This position is responsible for directing the work of construction helpers and volunteers assigned to Habitat construction projects.

Skills requirement:

Duties require skills in areas of residential construction, process, reasoning, mathematics, and communication. The Construction Director must be able to construct Habitat houses in accordance with prescribed Habitat guidelines and OSHA requirements, as well as effectively communicate construction processes to the Volunteer Manager and volunteers. The appropriate candidate must be able to use e-mail, have an understanding of the Internet, and must be able to lift 40 or more pounds with no physical limitations. Candidates must be highly principled and consistently demonstrate ethical behavior. Work consists of duties which require a high school diploma or GED, as well as a valid Texas driver's license.

Skills Preferred:

It is preferred but not required that the Construction Director have previous experience working with Non-Profit Organizations. Training in the area of carpentry would be helpful. Any prior experience in apprenticeship education, site development, woodworking and training is a plus. A two year Associate Degree or Technical/Vocational Degree is preferred.

Interactions:

Employee must be willing to work weekly with unskilled, volunteer labor, as well as build positive relationships with the community, including volunteers, construction contractors, and area businesses. Employee should be able to effectively communicate construction processes to the Resource Coordinator, and should also be able to provide weekly written construction reports to the Executive Director. These reports should reflect the work that has been done on the home in the week immediate preceding, as well as report the work that needs to be done in the week immediately following.

Working Conditions:

Position requires routine exposure to adverse environmental conditions such as weather, dust, heat, noise. Normal work week includes 40 hours a week. Friday and Saturday construction days are mandatory. Weekly schedule is flexible.

Miscellaneous:

Attends conferences and trainings as directed by Executive Director. Other duties as assigned by Executive Director. Believes in, promotes and acts in accordance with the agency's mission and goals. This position is funded by a grant and is subject to elimination if the grant funding ends.