

Habitat For Humanity Greater Cincinnati

Position: Construction Training Manager (CTM)

Type: Full-Time, Exempt

Manages Others: No

Reports To: Senior Construction Manager

Position Summary

The CTM plays a key role in ensuring high-quality construction practices and safe job sites by delivering construction technique training and safety training across Habitat for Humanity of Greater Cincinnati projects. This position is responsible for planning and executing both classroom and hands-on instruction, standardizing procedures in coordination with the Construction Operations Manager (COM) and improving safety and DIY education initiatives. The ideal candidate will have strong construction experience, a passion for teaching, and the ability to coordinate with internal staff and subcontractors.

Position Responsibilities

1. Plan, build out, and deliver construction techniques training including both classroom instruction and field demonstrations.
2. Develop and deliver standardized training curriculums for topics such as vinyl siding, flooring, framing, etc.
3. Identify and address training gaps in partnership with the COM and the Senior Construction Manager (SCM)
4. Train newly hired construction staff in the classroom and field
5. Lead safety training programs, including weekly safety PowerPoints or in-field sessions.
6. Conduct monthly and quarterly safety inspections across all active job sites and ensure compliance with safety protocols.
7. Build and update annual safety binders; routinely edit and improve safety documentation.
8. Review and update safety training materials and PowerPoints annually.
9. Schedule and coordinate external safety trainings such as First Aid/CPR, AED, forklift, and fire extinguisher training.
10. Assist with the design and delivery of DIY classes for the Construction Training Program (CTP); serve as a backup evening instructor.
11. Fill in as needed in the operations department, including leading job sites as needed.

Qualifications

- Minimum of 5 years of residential construction experience, preferably with training or supervisory background.
- Strong knowledge of construction methods, tools, and materials, particularly in flooring, framing, and siding.
- Experience delivering safety and technical training to construction staff and/or volunteers.
- Strong public speaking, communication, and interpersonal skills.
- Detail-oriented and capable of updating technical documentation regularly.
- Ability to manage multiple training programs and priorities effectively.
- Proficient in Microsoft Office Suite and comfortable with presentation software (PowerPoint).
- Certified or willing to be certified in CPR, First Aid, forklift safety, and other relevant areas.
- Valid driver's license and reliable transportation required.

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.