



People. Planet. Prosperity

Self Help Construction Supervisor

Position Overview

The Self Help Construction Supervisor will work collaboratively with Self Help program employees and participants to ensure successful completion of home construction for all program participants. Self Help Construction Supervisor will be responsible for tracking, completing, and submitting all required program reports and documentation. Role will involve working onsite mentoring and training Self Help program participants and volunteers in construction work, ensuring all safety and project standards are being adhered to. Work schedule will be varied to fit the availability of Self Help participants, but will likely consist of afternoon/evening work on weekdays and full work days on the weekends. Work collaboratively with all other construction project partners to include TVCDC employees, architects, contractors/subcontractors, and Workforce Development cohort.

Reports to

Homeownership Program Manager- Star Means
Construction Project Manager & Design Support- Greg Montgomery

Compensation & Benefits

Compensation: \$16.50-\$21.50 per hour depending on experience

Type of Employment: Full time, hourly/non-exempt, not to exceed 40 hours per week

Benefits: Health Insurance- Employee premium paid by TVCDC

Dental Insurance- Employee premium paid by TVCDC

Vision & Hearing Insurance- Employee premium paid by TVCDC

Simple IRA with up to a 3% match from TVCDC

Accrued Paid Time Off up to 160 hours per year

10 Annual Paid Holidays

Essential Duties & Responsibilities

- Work collaboratively with Homeownership Program in ensuring successful completion of Self Help program requirements, concluding with the completion of participant's home construction.
- Manage and submit all required construction reports and documentation necessary for Self Help program compliance.

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970



People. Planet. Prosperity

- Assist in all pre-construction meetings.
- Maintains field records and accounts.
- Working alternative work hours as required in order to be onsite when Self Help participants are available, likely full workdays on weekends and afternoon/evening work during weekdays.
- Working collaboratively with a variety of project partners, ensuring open lines of communication between all involved.
- Oversee training/mentoring of the Self Help participants and volunteers ensuring all safety and construction plans are adhered to.
- Assist in scheduling Self Help participants and volunteers, working collaboratively with Project Manager to ensure consistency in work and deadlines are being met.
- Immediately reports all incidents or issues to Project Manager, working collaboratively to implement corrective actions as directed.
- Participate in construction meetings.
- Assist in building strong relationships between Self Help participants, providing inspiration, mentorship, and clear direction for day-to-day work in order to ensure Self Help families success in construction completion.
- Ensures compliance with approved QC Plans.
- Assist in managing Self Help budget/finances, materials, and contracts.

Qualifications, Knowledge, Skills

- Ability to take direction with an open mind.
- Excellent knowledge of materials and methods.
- Minimum of 5 years overall onsite construction experience.
- Excellent leadership, communication, and relationship building skills.
- Skilled in construction education/mentorship.
- Able to adhere to outlined safety and construction standards.
- Excellent communication skills, and the ability to work collaboratively with a variety of people.
- Strong attention to detail and deadline oriented.

ADA Specifications

TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970



People. Planet. Prosperity

qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. Self Help Construction Supervisor will be required to work in inclement weather conditions, regularly lift and carry 50+lbs, regularly complete construction related labor and use electric and power tools. Will be required to climb, utilize ladders, and work at elevated heights.

Mission Driven

Self Help Construction Supervisor has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission

Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Thunder Valley Community Development Corporation

290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970

