



## Position Description

<b>Position:</b>	<b>Construction Trainer (Full-time)</b>
<b>Reports to:</b>	Construction Manager
<b>Status:</b>	Full Time, Regular, Non-Exempt.
<b>Summary:</b>	The Construction Trainer ensures the safety, productivity, and cohesion of Heart of Oregon Corps construction crews. The Construction Trainer is responsible for coordinating, teaching and implementing a variety of field-based construction projects using standard industry equipment and methods. Trainers are responsible for training, supervising and mentoring young adults from a wide variety of backgrounds, while completing affordable housing projects to a high standard of quality.

### **All-Agency Duties and Responsibilities**

- Uphold HOC's mission, vision, and values
- Conform to HOC's policies, procedures, and protocols
- Interact with all corpsmembers and staff with high ethics, accountability, and confidentiality
- Strive towards quality improvement: participate in evaluation of individual and team functioning; actively work towards team goals and HOC's objectives
- Strong commitment to helping young people in our community succeed in our programs.
- Ability to relate sensitively to a multiracial and multicultural group of young people and coworkers. Respect for the ideas and intelligence of young adults.

### **Essential Functions/Major Responsibilities**

- Build affordable housing projects (typically single-family homes) according to plans and industry and permitting standards.
- Effectively teach hands-on technical construction skills to a crew of young adults with no prior construction experience,
- Ensure crew safety through training, use of Personal Protective Equipment, and correct use of tools, identify potential workplace hazards, and ensure a harassment-free work environment.
- Collaborate and communicate with project partners to ensure customer satisfaction.
- Plan logistics needed (scheduling, skills-lesson planning, communication with sub-contractors, preparing needed tools and equipment, etc) to accomplish project and program goals.
- Operate, maintain, clean and inventory needed equipment, including (but not limited to) construction power tools, hand tools, vehicles and trailers ensuring top condition of HOC property. Train eligible corpsmembers similar skills.
- Ensure crew productivity by providing instruction, motivation, direction, and assistance to corpsmembers in project tasks and workforce soft skills.
- Assess the productivity and competency of trainee construction skills and, in collaboration with other staff, teach vocational classes and NCCER or related certifications.
- Ensure crew cohesion and morale by modeling positive team work, conflict resolution, and attitude. Resolve potential negative events, attitudes, or conflicts that may be occurring on the crew, notify Construction Manager and Program Director. Enforce HOC policies and rules, using appropriate disciplinary measures and trauma-informed redirection and coaching.

- Participate as part of the staff team in case review, program planning and decision making, keeping the director informed of the progress, problems and needs of the on-site construction work and training progress.
- Completion of timesheets, job logs, estimated scope of work, corpsmember performance evaluations, and other needed paperwork.
- Provide leadership in various crew-related roles such as safety committee, vehicle maintenance, inventory processes, crew leader training, etc.
- Plan logistics of construction contracts and projects including travel, equipment, communications with contract supervisor, and project completion plan. Work with Construction Manager to build partnerships with builders and bid projects within guidelines as requested.
- Administer certified first aid and emergency response as needed and complete paperwork.
- Safely transport youth and/or co-workers for organizational businesses in a HOC or personal vehicle.
- Travel: Personal vehicle use may be required, position requires frequent local errands. Flexibility of schedule within normal business hours required.
- Additional duties as assigned.

### **Secondary Functions**

- Assist supervisor with tasks and projects as assigned.
- Attend all assigned HOC meetings, trainings, and events.
- Assist in publicizing HOC to the Central Oregon community.
- Assist in the recruitment, selection, retention, and personal development of corpsmembers. Facilitate corpsmember groups as needed.
- Assist in conducting random drug screenings for corpsmembers.
- Effectively organize work duties and manage time.
- Assist in personal, academic, vocational, and leadership counseling/development of trainees. Facilitate groups as needed.
- Assist in the development of job opportunities for trainees and as assigned, assist trainees in gaining, or maintaining employment of other placements.

### **Job Scope**

<b>Supervisory Responsibilities:</b>	Number of Staff Employees Supervised: <u>0</u> Staff Positions Supervised: none Staff Supervisory Duties: ___ Scheduling and Assigning Work    ___ Training ___ Wage/Salary actions                    ___ Disciplinary actions ___ Performance review                    ___ Hiring/Termination Notes: Position will also supervise volunteers and program participants.
<b>Interpersonal Contacts:</b>	Almost constant interpersonal contact required with corpsmembers, clients, project partners, volunteers, and supervisors. Position requires frequently supervising, training, and supporting individuals with physical, mental, and/or developmental disabilities where highly developed interpersonal skills are required.
<b>Specific Job Skills:</b>	License/Certifications: Driver's license required, Commercial Driving License preferred. First Aid/CPR required within 30 days of hire and OSHA 10 required. PACT Instructor certification (training available).  Technical: Operating power tools, trailer towing/backing.

	Physical Capabilities: Operating vehicle, perform physically exhausting manual labor in all weather conditions.																																																																																									
Education/Related Experience:	Minimum education required: Diploma or equivalent required. Relevant Associate's or Bachelor's degree preferred but not required.  Minimum time in related position: Journey-man level experience in carpentry or other trade experience. 1 year in related field work supervising employees, volunteers, or students.																																																																																									
Job Conditions:	<table><tr><td>Bending, Reaching:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Climbing:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Physical Lifting:</td><td>Up to 10 lbs</td><td>Up to 25 lbs</td><td>Up to 50 lbs</td><td><u>Over 50 lbs</u></td></tr><tr><td>Pushing/Pulling:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Walking:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Walking on uneven/steep surfaces:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Prolonged Standing:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Prolonged Sitting:</td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr><tr><td>Eye/Hand Coordination:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Visual concentration on equipment:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Concentrated reading/writing:</td><td>None</td><td><u>Occasional</u></td><td>Frequent</td><td>Constant</td></tr><tr><td>Use of upper extremities in a repetitive motion: (ie to use computer and telephone).</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Rapid reaction to physical changes (ie operating equipment):</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Extended periods of outdoor exposure:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Extreme Cold:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td>Extreme Heat:</td><td>None</td><td>Occasional</td><td><u>Frequent</u></td><td>Constant</td></tr><tr><td colspan="5">Additional: Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.</td></tr></table>					Bending, Reaching:	None	Occasional	<u>Frequent</u>	Constant	Climbing:	None	Occasional	<u>Frequent</u>	Constant	Physical Lifting:	Up to 10 lbs	Up to 25 lbs	Up to 50 lbs	<u>Over 50 lbs</u>	Pushing/Pulling:	None	Occasional	<u>Frequent</u>	Constant	Walking:	None	Occasional	<u>Frequent</u>	Constant	Walking on uneven/steep surfaces:	None	Occasional	<u>Frequent</u>	Constant	Prolonged Standing:	None	Occasional	<u>Frequent</u>	Constant	Prolonged Sitting:	None	<u>Occasional</u>	Frequent	Constant	Eye/Hand Coordination:	None	Occasional	<u>Frequent</u>	Constant	Visual concentration on equipment:	None	Occasional	<u>Frequent</u>	Constant	Concentrated reading/writing:	None	<u>Occasional</u>	Frequent	Constant	Use of upper extremities in a repetitive motion: (ie to use computer and telephone).	None	Occasional	<u>Frequent</u>	Constant	Rapid reaction to physical changes (ie operating equipment):	None	Occasional	<u>Frequent</u>	Constant	Extended periods of outdoor exposure:	None	Occasional	<u>Frequent</u>	Constant	Extreme Cold:	None	Occasional	<u>Frequent</u>	Constant	Extreme Heat:	None	Occasional	<u>Frequent</u>	Constant	Additional: Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.				
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Employee Printed Name

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Signature

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Date

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Supervisor Printed Name

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Signature

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Date

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.*