



## **Position Announcement: Construction and Safety Manager**

### **SUMMARY:**

Heart of Oregon Corps is hiring for a qualified Construction and Safety Manager who is looking to share their skills and knowledge with the next generation of trades workers in Central Oregon.

This is a unique opportunity for a construction professional in a stable, year-round, team-centered non-profit environment. The position has a reliable, consistent schedule, great benefits and paid vacation, and helps change lives!

### **ORGANIZATION INFORMATION:**

Heart of Oregon Corps is a non-profit that operates six youth training programs across Central Oregon. In our YouthBuild program, 16-24-year-old local young people with barriers to success improve their own lives while gaining construction skills while building affordable housing and completing their GED/diploma. Heart of Oregon is a licensed contractor (CCB #188805) and we have built over 30 homes in Central Oregon since 2009. Our organizational values are Integrity, Responsibility, Learning, and Community. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

### **POSITION INFORMATION:**

The first primary duty of the Construction and Safety Manager position includes providing construction project and safety management to ensure trainee and project success. This position supervises two Construction Crew Trainers who run crews of 4-8 young adult trainees at a worksite, balancing operating a safe job site, teaching young people with no prior construction experience technical construction skills, finishing the project on schedule, and mentoring the trainees to develop good work habits and persist through personal challenges towards their long term goals. The CSM is responsible for making sure staff and youth arrive at worksites with the scope, materials, tools, and skills training they need to complete the project effectively and safely. The CSM ensures crew productivity and morale by providing quality supervision, teaching and role modeling teamwork, conflict resolution, and positive attitude, utilizing positive youth development techniques.

The CSM develops and manages affordable housing partnerships to create and plan training worksites opportunities that meet grant and program guidelines. Examples of partners include Habitat, Housing Works, First Story, and Thistle and Nest. The CSM delivers project supervision and related functions such as construction scheduling, pulling permits and coordinating inspections, procuring bids and contracts with subs, procurement of materials, punch-lists, and warranty compliance; generally ensuring safe, quality, and timely construction that meets or exceeds industry standards for residential construction of single-family homes. The Construction Manager will serve as the Responsible Managing Individual for HOC's CCB License.

The second primary duty includes teaching the construction trades "NCCER" and BOLI-pre-apprenticeship curriculum in a classroom and training lab setting, as lead NCCER certified Instructor. This includes lesson planning, classroom management, and oversight of testing and certification records. As

an instructor, the CSM must adjust instruction to accommodate students' multiple learning styles and abilities, including students with disabilities and English language learners, which includes designing engaging and rigorous learning activities that will keep students engaged. The CSM cultivates and maintains relationships with union representatives and non-union construction jobs and apprenticeships that can lead to living wage jobs for YouthBuild graduates, collaborating with staff that help youth transition to jobs in the trades.

This position also manages HOC-wide safety, facilities, and fleet maintenance, collaborating with a peer Field and Safety Manager in HOC's Conservation Training programs, and leveraging the shared support of a staff Operations Assistant.

The position is supervised by a Program Director and is part of a larger program staff team. The CSM supports the Program Director, providing program management, supervision, and logistics as assigned, including providing coverage for Program Director leave. The CSM provides coverage on the worksites for Construction Trainers when they are on leave.

The position reports to program locations in Sisters and Redmond, Oregon and worksites are in Sisters, Bend, , Madras, and/or Redmond (Construction Staff drive to worksites in company rigs). The exempt schedule is Monday-Friday, generally 40-44 hours a week.

### **QUALIFICATIONS and QUALITIES:**

The ideal candidate will have demonstrated journeyman level experience in carpentry and technical skills in construction, with at least 1-3 years of experience with project management, construction scheduling, and coordinating sub-contractors and materials for projects. They must be able to fully and competently manage the construction of single-family homes from the ground up. They must have the qualifications and experience to serve as HOC's RMI on our CCB license. They will also have at least 1-3 years' experience of supervising/training others in the construction field. A commitment to safety and an ability to positively and professionally train, teach, coach, and mentor young people while meeting project schedules is critical. Professionalism, strong communication skills, and reliability are required. A positive attitude, collaborative approach, and good sense of humor is appreciated.

The co-ed program serves diverse youth—including young women, Latino, Native American, LGBTQ+ youth and other minority youth, and youth who experience disabilities. Applicants who represent these groups are especially encouraged to apply.

Physical Requirements: Physically demanding position with bending, lifting, pushing, pulling, climbing, uneven surfaces and inclement weather for up to approximately 60% of the 40 hours/week, for some weeks. Driving required. Contact HR for full job conditions list.

### **SALARY AND BENEFITS:**

Starting salary for the position is \$57,767-\$61,000/year with the upper range reserved for candidates who hold extensive experience, education, and certifications as described. Future salary range adjustments and performance increases are considered annually at the beginning of the fiscal year. This is a full-time, year-round, exempt staff position, with great employee health, dental and vision benefits paid 100% by the employer (a value of about \$6,000 per year), 12 paid holidays, and 80 hours paid

vacation and 40 hours paid sick time/year. Paid vacation hours increase at 1 year of employment. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary. Please do not apply if this salary range and benefit package is not viable for you.

**PROCESS:**

If you are interested, please submit the following: or apply on our website:

<http://heartoforegon.org/who-we-are/careers.html>

-A Cover Letter (in an email is ok)

-A Resume

Send to: [HR@heartoforegon.org](mailto:HR@heartoforegon.org) or PO Box 279, Bend OR 97709.

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check. Valid driving license and insurable driving record required for occasional business driving, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

**Applications will be accepted on a rolling basis.** Position open until filled. If this ad is still up, then we're still hiring!

All applicants will be contacted regarding the results by the end of the process. We strive to respect the time and effort required to apply and provide updates and information along the way. Online questions are welcomed and can be directed to [hr@heartoforegon.org](mailto:hr@heartoforegon.org). Thank you for your interest and good luck!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@heartoforegon.org](mailto:hr@heartoforegon.org) (TTY 711). 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.*



*Heart of Oregon Corps YouthBuild youth showing off a house they built in Madras at a community open house.*