



Position Announcement: Construction Manager

SUMMARY:

Heart of Oregon Corps is hiring for a qualified Construction Manager with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. This is a unique opportunity for a construction professional to share their trade skills with local youth 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:

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. In Heart of Oregon's YouthBuild program, 16-24 year-old local young people improve their lives by learning construction trade skills while building affordable housing in the community and completing their GED or diploma and preparing for their futures. Heart of Oregon YouthBuild is a licensed contractor (CCB #188805) and we have built 25 homes in Central Oregon since 2009. Learn more at www.heartoforegon.org.

POSITION INFORMATION:

The primary duties of the Construction Manager position includes providing construction project management, project supervision, and hands-on job skills training to ensure trainee and project success. They will serve as the Responsible Managing Individual for HOC's CCB License and the lead certified instructor for the NCCER student certification process. Other duties include:

- Create and sustain construction partnerships
- Supervise Construction Crew Leaders
- Oversee construction-related grant compliance
- Coordinate NCCER certification training for the young people in the program
- Provide interface with construction project partners, subcontractors, and staff team
- Support HOC-wide facilities and fleet maintenance oversight
- Teach youth the skills necessary to construct housing and to provide supportive guidance and encourage the development of their employment skills

This position supervises two Construction Crew Leaders/Trainers and an AmeriCorps Assistant Construction Skills Trainer who run crews of 6-8 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.

Program Headquarters is in Sisters, Oregon and worksites are in Sisters, Prineville, Madras, and/or Redmond (Construction Staff drive to worksites in company rigs). The schedule is Monday-Friday, generally 40-44 hours a week. The position is supervised by a Program Director and is part of a larger program staff team of 12 and a larger non-profit organization that operates 6 training programs.

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

SALARY AND BENEFITS:

Starting salary range for the position is \$45,000-\$48,000/year (firm). 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), 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year. 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 and qualified, we are interested in hearing from you! Please submit the following to: [hr\(at\)heartoforegon.org](mailto:hr(at)heartoforegon.org) or PO Box 279, Bend OR 97709 or 541-306-3703 (fax)

1. HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
2. Cover Letter (stand-alone or in the body of an email)
3. Resume

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. 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.

Submit application packages by Monday, February 3rd, 2020 for full consideration.

Applicants will receive a confirmation of receipt and interviews will begin in mid-February. Our goal is for our new Construction Manager to start the position by late February.

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. 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 (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.