



Position Announcement: Construction and Safety Manager

SUMMARY:

Heart of Oregon Corps is hiring for a qualified Construction and Safety 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 30 homes in Central Oregon. Learn more at www.hearttoforegon.org.



POSITION INFORMATION:

The primary duties of the Construction and Safety Manager position includes providing hands-on job skills training, construction project management to ensure trainee and project success. This position supervises two Construction Crew 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. They will serve as the Responsible Managing Individual for HOC's CCB License and the lead certified instructor for the NCCER student certification process. This positions will support HOC-wide safety, facilities, and fleet maintenance and oversight. 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.

Primary responsibilities fall in three major areas:

Training, Instruction, and Youth Development

- Under the guidance of the Program Director, ensure vocational-training grant compliance and documentation including implementing policies and procedures, partnership agreements, data reporting, and file management and compliance for the BOLI Pre-apprenticeship program.
- Teach classroom-based vocational curricula for NCCER or related certifications, assessing the productivity and competency of trainee skills in construction, in collaboration with other staff.
- Provide on-worksite construction skills instruction and assessments aligned with NCCER and BOLI Pre-apprenticeship standards, including proper use and handling of tools and equipment, demolition, rough framing, drywall, carpentry, green building, painting, and finish work.
- Differentiate instruction to accommodate students' multiple learning styles and abilities, including students with disabilities and English language learners. Design engaging and rigorous learning activities that will keep students engaged.
- Collaborate with Academic Team to align to the broader construction, GED and high school diploma preparatory curricula.
- Ensure crew productivity and morale by providing quality supervision, teaching and role modeling teamwork, conflict resolution, and positive attitude.
- Participate in the staff team case review, program planning and decision making, keeping the Director informed of the progress, problems and needs of the construction projects and training.
- Assist in personal, academic, vocational, and leadership counseling of trainees. Facilitate groups.
- Enforce HOC policies and rules, using appropriate disciplinary measures.
- Completion of timesheets, job logs, evaluations, reports, and other assigned paperwork.

Construction Project Management

- Provide construction project management, 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.
- Serve as the Responsible Managing Individual for HOC's CCB License, ensuring HOC's compliance with CCB requirements.
- Supervise Construction Trainers. Provide coverage for Construction Trainers when they are on leave. Supervise and support full-time AmeriCorps members and/or volunteers in related roles in accordance with HOC's and AmeriCorps' policies and procedures when applicable.
- Ensure the construction training center and/or sites are well organized and construction tools and materials are readily available for Construction Trainers to support student learning.
- Ensure crew safety including safety tailgate sessions, training, use of PPE, correct use of tools, identifying potential workplace hazards, complete job hazard analysis of construction sites, and ensure a harassment-free work environment. Provide certified first aid response as needed.
- Purchase and inventory tools and equipment, operate and maintain tools and equipment.

Partnership Development and Leadership

- Create and sustain community partnerships and construction contract projects to strengthen programming and achieve program sustainability as allowed by grant regulations.
- Cultivate and maintain relationships with union representatives and non-union construction jobs and apprenticeships that can lead to living wage jobs for YouthBuild graduates.
- Support Program Director, providing program management, supervision, and logistics as assigned, including providing coverage for Program Director leave.

- Serve as an ambassador for HOC, especially within the Central Oregon construction industry, through attendance, participation, and presentations at community and partner events and through branding and promotional activities.

All-Organization Safety, Facility, and Fleet Management

- Serve as the organization's Facilities and Fleet Committee Chair, oversee and improve Facility and Fleet systems and procedures, and manage and assign tasks to designated fleet and facilities committee members at various organization sites.
- Manage, through delegation, all facility's safety and maintenance within the organization, consistent with regulatory requirements and OSHA regulations.
- Manage, through delegation, the fleet maintenance system for the organization, including scheduling repairs, inspections, and assisting with procurement of vehicles and trailers.
- Participate in safety committee meetings and collaborate with the Staff Leadership Team on the implementation, maintenance, and audit of safety and risk management programs, training, compliance plans and initiatives.
- On-call to respond appropriately to all facility, fleet, and safety-related emergencies or urgent issues as they arise.

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 for the position is \$45,760/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 noon on Monday, March 29th, 2021 for full consideration.

Applicants will receive a confirmation of receipt and interviews will begin in early April. Our goal is for our new Construction and Safety Manager to start the position by early May.

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@hearttoforegon.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@hearttoforegon.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.