

YouthBuild Public Charter School

Job Description

Construction Manager

Reports to: Director of Curriculum and Instruction

Reporting requirements: 8:00 a.m. to 4:00 p.m.

40 hours per week, some of which may be evening and weekend hours

Duties Include:

- Develop detailed construction plan and schedule.
- Coordinate and monitor the progress and quality of work
- Provide oversight of the on-site construction training by: ensuring that trainees get consistent and adequate skills training; helping to set standards for appropriate behavior and ways to handle problems on the construction site; and ensuring work-site safety, learning of safety procedures, and proper construction techniques.
- Ensure quality instruction of construction skills including demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry.
- Be responsible for overall safety enforcement.
- Develop and supervise the safety committee.
- Assist in personal and vocational counseling and development of trainee's leadership skills in conjunction with other YouthBuild staff.
- Assist in the evaluation of student knowledge and skills in construction. Participate in the development of project –based curriculum that includes construction.
- Maintain accurate files documenting the construction projects for each school year.
- Implement and accurately maintain a system to track student's progress and assess their skills and abilities.
- Identify private contractors or developers who might be interested in collaborative partnerships with YouthBuild and willing to work with young people as construction trainees.
- Establish and maintain alliances with union representatives and refer students when appropriate.
- Maintain accurate inventory of all tools, supplies, and equipment.
- Ensure the van receives timely maintenance and maintain the upkeep.
- Attend all staff meetings and coordinate individual plans with other YouthBuild staff.
- Serve as a mentor to YouthBuild trainees each program cycle.

Qualifications: High School Diploma or Equivalency. Minimum of five (5) years work experience in construction or related field. Must be a flexible, energetic, and positive individual who is committed to the education and development of youth in a high quality respectful environment. Bilingual Spanish/English strongly preferred.