



## Job Description

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<b>POSITION TITLE:</b>	<b>Construction Crew Lead (Temporary)</b> <b>YouthBuild San Joaquin</b> <b>County Operated Schools and Programs</b>	<b>#4076</b>
<b>SALARY PLACEMENT:</b>	<b>Classified Temporary Hourly Salary Schedule</b> <b>Range 23</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Coordinator IV of YouthBuild San Joaquin, and the Assistant Superintendent for County Operated School and Programs, the Construction Crew Lead implements the mission of YouthBuild San Joaquin by using his or her leadership, supervisory, technical, and interpersonal skills to assist in the development of educational and work skills of the participants. Working in collaboration with the Construction Teacher, the Construction Crew Lead duties will include transporting, training, and supervising participants while constructing and rehabilitating affordable housing. The Construction Crew Lead may also assist with supervising participants at service projects, industry tours, and events. The Construction Crew Lead must be a role model and provide leadership for at-risk teens and young adults in the construction and rehabilitation of affordable housing. At the construction site, he or she will lead crews in coordination with program staff, ensuring member safety and project quality. The Construction Crew Lead will work indoors and outdoors in all types of weather, use hand and power tools, lift, and carry heavy building materials, climb ladders and scaffolding, and work on roofs or in cramped spaces. The Construction Crew Lead will assist program staff with project documentation and supervision of crews during safety, basic construction, and green-building training. Tool and safety gear will be provided.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Must possess a high school diploma, GED, or equivalent. Evidence of some training and experience in the fields of maintenance, grounds, custodial and/or driving.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Ability to assist with supervision of construction related activities. Knowledge of methods and skills in the use of carpentry equipment, materials, and tools, and common hazards and necessary safety precautions. Ability to relate to and lead cohorts of young adults ages 16-24 who have become disconnected from traditional education and career preparation. Excellent verbal, written and computer skills. Passion for working with young people of diverse cultural, socioeconomic, and educational backgrounds to reorient their lives, develop leadership skills, and make a difference in their community. Proficiency in using tools appropriate for various work projects; i.e., constructing and rehabilitating affordable housing.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

Ability to:

- lead, train, mentor, and develop safeguards
- structure tasks, establish priorities, and set goals
- demonstrate a high level of professionalism and work ethics to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- perform all required tasks associated with manual labor to include heavy lifting, stooping, bending, and climbing ladders

Possess:

- possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with community partners, participants, and staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Communicate effectively both orally and in writing.
4. Analyze situations accurately and adopt an effective course of action.
5. Establish and maintain cooperative and effective working relationships with others.
6. Motivate young people to fulfill their education, development and work plans and goals.
7. Transport participants to and from worksites, SJCOE sites, and community event sites
8. Assist in teaching YouthBuild participants construction skills to include: demolition, rough framing, roofing, drywall, and finish carpentry.
9. Set standards and model appropriate behavior and methods of addressing problems at the construction site.
10. Ensure worksite safety, modeling and reinforcing proper construction techniques and all trained safety procedures including proper use of hand tools, power tools, and equipment.
11. Assist in the evaluation of student knowledge and skills in construction.
12. Participate as part of the site team in program planning, keeping management informed of the progress, problems and needs of the participants and building projects.
13. Supervise participants' clock-in and out procedures to ensure accurate timesheets are completed.
14. Counsel, motivate, and provide constructive discipline and positive reinforcement for participants.
15. Attend all meetings and trainings as required.
16. All other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Demonstrate normal manual dexterity and eye-hand coordination to operate power and motorized equipment using both hands.
2. Demonstrate physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift, and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate ability to climb ladders and/or scaffolding.
4. Demonstrate normal depth perception.
5. Stand and walk for extended periods.
6. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
7. Ability to use telephones and office equipment.
8. Verbal communication including the ability to speak and hear at normal room levels.

### **WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust, oils, and cleaning chemical; may work on ladders and scaffolding; may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff and the public.

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