

## **CONSTRUCTION CREW LEADER - JOB DESCRIPTION**

Women and minorities strongly encouraged to apply.

**JOB TITLE:** Crew Leader, Construction

### **PROJECT AND POSITION SUMMARY**

Community Solutions for Clackamas County (CSCC)'s program Environmental Youth Crews' focus is to give County teens meaningful environmental education and structured work experience by teaching them to carry out habitat, watershed, and recreational resource projects on designated lands. The youth served will be diverse, with almost all County teens eligible.

For the summer construction program, one crew of 10 youth, ages 16-21 will operate for an eight-week period. The crew will complete construction projects on lands that have a direct impact on Clackamas County communities. Environmental education will play a major role in the crew experience. Youth will learn about "green" building and sustainable construction practices through a curriculum developed by the Oregon Building Congress that Crew Leaders will reinforce daily on the worksite. Youth will receive minimum wage \$8.40/hour for all work and learning time plus have the option to earn college credit from Clackamas Community College.

The Crew Leader and the Youth Staff Assistant will work alongside the youth and must be able to work with youth from high-risk backgrounds and varied cultures, abilities, and genders. The Crew Leader will be responsible for creating a safe, structured environment where the youth can come to understand the significance of sustainable building in their community and their future in the construction industry.

Ideally, the Crew Leader will be an experienced building technology teacher and the Youth Staff Assistant will come from the private sector.

### **KEY RESPONSIBILITIES:**

1. Coordinate the daily operations of a ten (10) member youth work crew. Delegate responsibilities to crew members and the Youth Staff Assistant. Maintain crew discipline, resolve conflicts, and maintain crew morale.
2. Act as a role model, working alongside crewmembers, and demonstrating a positive work ethic. Ensure work projects are completed satisfactorily and safe working conditions are maintained at all times. Monitor crew assignments, such as who is 18 years old and can legally work with power tools, so as not to compromise attention to child labor laws.
3. Develop and maintain a strong sense of teamwork among the crewmembers.
4. Use building techniques and materials that reinforce the Green Building curriculum taught throughout the summer. Respect and protect the environment through the project work.

5. Transport crewmembers by 12-passenger van from designated pick-up locations to the work site and back again. Ability to maneuver a 10'x12' trailer.
6. Maintain records on attendance and crew activities, and complete project reports.
7. Plan project timeline and submit tool requests on schedule. Organize planning meetings with Youth Staff Assistant and project liaison.
8. Maintain tool inventory and regular cleaning, sharpening, and repair of tools as needed.
9. Work under the direct supervision of the Program Coordinator and Project Manager. This position will require the ability to communicate progress and needs with supervisors.
10. Plan learning time/activities for anticipated down time. Be flexible and willing to change daily routine to adjust to learning opportunities, weather, late delivery of materials, and other unanticipated delays.
11. Other duties as assigned.

### **QUALIFICATIONS:**

1. Experienced building technology teachers strongly preferred. Candidates must be in good physical condition and able to work outdoors for extended periods of time.
2. Significant construction knowledge and design experience.
3. Clean criminal history and driving record.
4. Ability to pass a drug test.
5. Enjoy working with youth from all backgrounds and abilities.
6. Love of working outdoors and desire to learn more about sustainable building strategies and other environmental issues.
7. Ability to demonstrate high ethical standards and set a positive example for crewmembers.
8. Current first aid/CPR certification or ability and willingness to obtain one.

### **ASSIGNMENT:**

Crew Leader must be available to work Monday-Thursday from 7:30am-5:30pm from June 25 through August 27, 2009. The week of June 29<sup>th</sup> through July 1<sup>st</sup> will be a week of training and project preparation. 37.5 hrs/full week.

Crew Leader can expect to start and end their days at the EYC office in Oregon City.

Pay is \$19.29/hour. This is a full-time, temporary position. No benefits are offered.

**APPLICATION PROCESS:**

**Cover Letter**

**Resume/ Employment History**

**Three References:** Please attach a list of three references that are familiar with your ability to perform the job for which you have applied. At least two of the three must be professional references.

**Send to:**

Annie Hefflinger, EYC Program Coordinator  
c/o Community Solutions for Clackamas County  
112 11<sup>th</sup> Street  
Oregon City, OR 97045

**Or by email to:**

[ahefflinger@co.clackamas.or.us](mailto:ahefflinger@co.clackamas.or.us)

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