

Highly-Qualified CREW LEADER - JOB DESCRIPTION

Women and minorities strongly encouraged to apply.

JOB TITLE: Highly Qualified Crew Leader in Green Construction and Sustainable Site Practices

PROJECT AND POSITION SUMMARY

The Polk Summer Work Program, in collaboration with the City of Independence and partner agencies, received a grant in Polk County through the American Recovery and Reinvestment Act of 2009 to operate a summer employment program comprised of specialized occupation-specific learning academies. The program's focus is to give young adults, ages 17 to 24, in Polk County meaningful environmental education in green construction technologies and sustainable site practices. The program centers on structured work experience where young adults learn on the job to carry out green building, habitat, watershed, and recreational resource projects on designated public lands.

This project will serve approximately 30 youth. The young adults served will be diverse, meet federal economic eligibility criteria, and will range in age from 17 to 24. During the summer of 2009, three crews will complete Green Building and Site Sustainability projects of various lengths. Each crew will consist of 10 youth workers and two Assistant Crew Leaders under the supervision of a Highly Qualified Crew Leader. This Crew Leader will serve as a subject matter expert for the worksite. Funds have been secured and academies are scheduled to operate for an 8 week period from mid-June through mid-August.

Ecologically sound building practices and 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. Highly Qualified Crew Leaders will reinforce this curriculum on the worksite. Youth crew members will receive a wage of \$8.40/hour.

Crew Leaders and their assistant crew leaders will work alongside the youth workers and must be able to model and encourage excellent work behavior for youth from varied backgrounds and cultures, with different levels of abilities and work experience. Each Crew Leader will be responsible for creating a safe, structured environment where the youth can come to understand the significance of sustainable building and their future in the construction industry.

KEY RESPONSIBILITIES:

1. Coordinate the daily operations of a ten (10) member youth work crew. Delegate responsibilities to crew members and the Assistant Crew Leaders. Maintain crew discipline, resolve conflicts, and maintain crew morale.
2. Act as a role model, working alongside crewmembers, and demonstrate 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 Assistant Crew Leader 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 Director and Project Manager. 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.

MINIMUM QUALIFICATIONS:

- High School Diploma, GED, or Silver Career Readiness Certificate.
- Clean criminal history and drug free.
- Candidates must be in good physical condition and able to work outdoors for extended periods of time.
- Valid Oregon Drivers License with clean driving record.
- Significant construction knowledge and design experience.
- Enjoy working with youth from all backgrounds and abilities.
- Love of working outdoors and desire to learn more about sustainable building strategies and other environmental issues.
- Ability to demonstrate high ethical standards and set a positive example for crewmembers.
- Current first aid/CPR certification, or ability and willingness to obtain one.

PREFERRED QUALIFICATIONS:

- Individuals with experience in teaching or instruction are strongly preferred.
- Teachers with strong building knowledge and an understanding of private sector employment, or experience in construction are encouraged to apply. Experience in Green Building practices.

ASSIGNMENT:

Crew Leaders must be available to work Monday-Thursday from 7:30 am - 4:00 pm from June 10-August 12, 2009. June 10 through June 16 will be a period of training and project preparation. 28 hrs/week.

Crew Leaders can expect to start and end their days at the Greater Independence Business Incubator located in downtown Independence.

Pay is \$25.00/hour. This is a part-time, temporary position. No benefits are offered. Crew Leaders will be employed through Personnel Source.

APPLICATION PROCESS:

Send a letter of application and resume to:

Elaine Crawley
Polk Summer Work Program
ecrawley@minetfiber.com

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Grant funds were received from the Enterprise for Employment and Education and the American Recovery and Reinvestment Act of 2009.