

JOB DESCRIPTION

TITLE: Chippewa Fresh Start Site Supervisor – (LTE1)
DEPARTMENT: Project Employment
SUPERVISOR: CFS YouthBuild Director
STATUS: Salaried Exempt
LOCATION: Ashland Area (Bad River and Red Cliff)

SUMMARY

The site supervisor is the primary on-site person for the youth participants, and is responsible for the progress of the participants as well as the house. Coordinates construction activities for at-risk youth participants ages 17-24; serves as a mentor/role model to at-risk youth participants, and teaches participants the skills necessary for the construction of a new house.

ACKNOWLEDGEMENT

*This Job Description is intended to be an accurate reflection of the principal elements of the job for which it was written. **It should not be construed as a description of all requirements but merely a guideline.** It will be updated from time to time to reflect changes and/or additions. One may be required to perform other duties as assigned by a supervisor or management. This job description is not a contract for employment, and either you or Northwest Wisconsin CEP may terminate employment at any time, for any reason.*

ESSENTIAL FUNCTIONS

TASKS

Mentor/Role Model

- Establish positive relationship with participants
- Work with participants and manager/teacher in the development of each participant's individual development plan
- Assist participants in working through personal development issues, and assist in conflict resolution within the team
- Provide many opportunities for success on the construction site for participants
- Assist participants in monitoring their individual development plans
- Facilitate end-of-day group processing sessions
- Resolve worksite conflicts and promote group unity
- Facilitate group problem solving activities

Coordinate Construction Activities

- Develop a detailed construction plan and schedule
- Coordinate and monitor the progress and quality of work

- Manage bid process and coordinate subcontractors
- Coordinate delivery of supplies and materials
- Obtain construction permits and certificates of occupancy
- Monitor construction budget and costs
- Assess future construction sites and opportunities

Construction Site Training and Supervision

- On-site supervision during construction of new house
- On-site training, education, and counseling of participants in a manner consistent with pre-established goals for each participant
- Promote and reinforce safe procedures and OSHA standards for the use and handling of materials, tools and equipment and ensure clean-up of the construction area
- Teach appropriate ways to handle technical construction problems arising at the building site
- Teach a wide variety of instructional construction skills
- Preparation and completion of all instructional construction reports
- Complete HBI's PACT Certification training
- Train CFS youth in PACT Certification and provide certificate

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

ACTIVITY	REGULARLY 70-100%	OCCASIONALLY 40-70%	SELDOM 10-40%	NEVER 0-10%
Standing	X			
Sitting			X	
Walking		X		
Lifting Waist to Over Head (Max 50 lbs)			X	
Lifting Floor to Waist (Max 50 lbs)		X		
Use of Hands and Fingers	X			
Talking	X			
Hearing/Listening	X			
Vision-Near/Far/Depth Perception	X			
Other Specify:				

OTHER RESPONSIBILITIES

- Participate in CFS staff team meetings weekly
- Become familiar with the YouthBuild CFS grant and carryout grant functions
- Other duties as assigned by the YouthBuild Director

QUALIFICATIONS

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and must:

- Be able to maintain a high level of confidentiality
- Be punctual and maintain appropriate appearance
- High level of construction skills
- Basic working knowledge of plumbing, electrical, and HVAC
- Knowledge of state and local building codes
- Understanding the issues facing at-risk young adults
- Must have a good understanding of all labor laws and regulations
- Experience working with at-risk young adults
- Must have respect for the ideas, capabilities, and intelligence of young adults
- Have good organizational skills
- Must have good time-management skills
- Must have excellent listening skills

EDUCATION AND / OR EXPERIENCE

- College Degree preferably in construction, teaching, counseling or social work or 2 or more years of experience in the construction field and working with at-risk youth
- High level of experience in construction skills to complete construction of 1 new single family home annually

EQUIPMENT SKILLS

- Ability to operate all tools related to the construction of a new single family home

LICENSES, CERTIFICATIONS, AUTHORIZATIONS REQUIRED

- Valid driver's license
- Must have an insured dependable vehicle

- Must meet agency insurability requirements
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WORK ENVIRONMENT

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and in high precarious places. Work will be physically demanding.
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Northwest Wisconsin Concentrated Employment Program, Inc. is an Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities