

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW JOB POSTING

April 17, 2023

- 1) POSITION TITLE: Construction Trainee Manager
(This a grant-funded position.)
- 2) NORMAL HOURS: 8:00 a.m. until 6:30 p.m.
Monday through Thursday (Fridays off)
- 3) SALARY RANGE: Salary commensurate with qualifications and
experience.
- 4) RESPONSIBILITIES: (See Attached.)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an
Internal Application Form to the Human
Resources Department. The form can be
obtained from Human Resources.

Qualified external applicants can obtain a
position description and application from our
website, www.hsvha.org; or at
200 Washington Street. **Resumes will only
be accepted with a completed
application.**

This position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

CONSTRUCTION TRAINEE MANAGER

Huntsville Housing Authority is seeking a Construction Trainee Manager. This is a grant-funded position, where the Construction Trainee Manager will provide construction instruction and worksite supervision and will build YouthBuild members. This position must also be able to build strong relations and support a transformative culture for YouthBuild Members.

Experience or interest in training young people in the building trades and a strong commitment to helping young people succeed in an innovative training program to reorient their lives and promote leadership skills, or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Salary is commensurate with qualifications and experience.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P.O. Box 486, Huntsville, Alabama 35804. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

This position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY

JOB DESCRIPTION

Position Title: Construction Trainee Manager - YouthBuild

Department: YouthBuild

Grade: 27

FLSA: Exempt

POSITION SUMMARY: This is a grant-funded position, where the Construction Trainee Manager will provide construction instruction and worksite supervision and will build YouthBuild Members. The Construction Trainee Manager must also be able to build strong relations and support a transformative culture for the YouthBuild Members.

Depending on the construction project and organizational relationships, these duties would be carried out in cooperation with the general contractor.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Assist in the teaching of construction skills, including demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry.
2. Assist in personal and vocational counseling and development of trainee's leadership skills in conjunction with other YouthBuild staff.
3. Assist in the evaluation of student knowledge and skills in construction.
4. Participate in the development of project-based curriculum that includes construction.
5. Responsible for the construction site, maintain production safety, and interface with subcontractors and inspectors.
6. Teach the proper use and handling of all hand tools, power tools, and equipment.
7. Enforce the importance of safety in the YouthBuild program.
8. Inform supervisor about material needs for the job site.
9. Keep track of all tools and equipment used on the job on a daily basis.

Position Title: **Construction Trainee Manager**

ESSENTIAL FUNCTIONS (Continued):

10. Attend all staff meetings and coordinate individual plans with other YouthBuild staff.
11. Transport YouthBuild participants to and from activities in addition to assisting with the pick-up and drop-off schedule.
12. Define weekly work assignments and priorities for construction trainers and trainees.
13. Identify private contractors or developers who might be interested in collaborative partnerships with YouthBuild and willing to work with young people as construction trainees.
14. Support the leadership development and counseling goals of the program through appropriate site activities and processes.
15. Serve as a mentor to YouthBuild trainees during each program cycle.

OTHER RESPONSIBILITIES:

Perform other job-related duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Must have at minimum a journey- or technician-level experience in the craft or a minimum of three years of experience as a certified teacher in a vocational/technical construction or maintenance-related training program. This experience must be reflected on your resume.
2. Attend and complete the Instructor Certification Training Program (ICTP) under YouthBuild USA.
3. Be certified as a Craft instructor, giving them the ability to certify YouthBuild Members in OSHA10 and NCCER Construction Curricula, or obtain certification within one year of date of hire.
4. Strong commitment to youth leadership and empowerment and ability to work sensitively and effectively with young people.
5. Must have strong analytical and effective communication skills.
6. Successful in creating collaborative relationships or coalitions.
7. Experience negotiating and working with community organizations and public agencies.
8. Excellent oral and verbal communication skills.
9. Experience in supervising and training staff.

Position Title: Construction Trainee Manager

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED (Continued):

10. Must possess a valid driver's license, possess and maintain a good driving record, and must be insurable by the Housing Authority's vehicle insurance policy; Ability to be covered under the Authority's fidelity bond.