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<b>Job Title</b>	Construction Manager, YouthBuild
<b>PVN ID</b>	BM-2308-005798
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	MEOC
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$49.00-\$49.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Oct 18, 2023 (Or Until Filled)

## General Description

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This **Manhattan EOC YouthBuild Construction Manager** position is funded by the US Department of Labor (USDOL). The YouthBuild grants “support pre-apprenticeships that educate and train young people, from ages 16 to 24, who are neither enrolled in school nor in the labor market for jobs in high-demand industries. These industries include the construction industry, for which YouthBuild grants will help deliver education and training to enable students to use their abilities to build or rehabilitate affordable housing in their communities for low-income or unhoused families.”

The Manhattan EOC YouthBuild program is located at 163 West 125<sup>th</sup> Street, New York, NY 10027. The construction component of the program is also located in Harlem. Applicants should be able to travel to and within Harlem with ease and comfort. At this time CUNY and RFCUNY positions are a minimum of 70% in-person.

### Position Summary

This is a temporary part-time grant-funded position from the hire date through September 2026. Applications to be reviewed immediately. This position will be supervised by the YouthBuild Project Director.

The Construction Manager will oversee construction skills training, safety training and practices, supervise the construction trades instructors, provide NCCER CORE training, liaison as needed with NCCER, liaison with workforce partners to facilitate worksite access, training, and mentoring, provide mentoring and feedback to participants, and ensure that tools and supplies are safety and effectively used. This position will work closely with Project Director to ensure that the curriculum and instruction is closely aligned with the on-site field placement work. The Construction Manager will be key in the planning period, helping to plan for worksite access, National Center for Construction Education & Research (NCCER) training for instructors, tool supply and storage, and other activities need to mobilize the program.

The Construction Manager is expected to utilize an asset mindset when working with youth and provide supportive guidance that encourages the development of participants personal and leadership skills.

## The Construction Manager:

- Develops detailed construction plan & schedule for construction program
- Coordinates and monitors the progress and quality of work
- Develops and maintains curricula for program and monitoring student progress in the field
- Works closely with the Construction site maintenance/construction staff to ensure the completion of work projects
- Trains students in demolition, framing, interior work, carpentry, construction site clean-up and equipment safety
- Provides students with real life work environment
- Implements attendance policies and procedures consistently at the site
- Monitors construction activity of various projects to include photographic documentation of construction progress
- Acts as a liaison between the grantee, the Manhattan EOC, and contractor where requested to facilitate distribution of information or dispute resolution
- Assists staff in program planning and decision-making, keeping the Executive Director, and Project Director informed of the work progress, problems and needs of the on-site construction work and training
- Develop overall construction project in conjunction with Project Director and Executive Director or designee
- Supervises and evaluates the construction trainers or instructors

## Other Duties

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- Be knowledgeable/familiar with YouthBuild program policies and procedures essential to program monitoring to achieve stated program outcomes
- Other duties as needed

## Qualifications

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- Ability to communicate effectively in person and in writing with a wide range of individuals and organizations
- Ability to be reliable and follow through on commitments
- Ability to set appropriate boundaries with participants
- Ability to utilize data tracking systems to generate reports on student progress
- An understanding and comfort working with a youth population
- Knowledge of basic building codes for New York City
- Journeyman level of building trades experience
- Solid understanding of design requirements of various governmental agencies, including NYC Department of Housing Preservation (HPD); NYS Department of Housing and Community Renewal (DHCR); and US Department of Housing and Urban Development (HUD). Familiarity with code

requirements and certification processes of the NYC Department of Buildings.

- Ability to embrace the YouthBuild model driven by the values of accountability, love, collaboration, diversity, and leadership and ensure the model is embraced by all staff and partners
- Able to lift 50 lbs.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Licenses in construction, apprenticeship, or construction trades
- A minimum of 5 years of experience as a construction superintendent or foreman, with training experience is required
- Valid or current OSHA 30, and 10-hour Site Safety Training certifications
- If not at the time of hire, Construction Manager will become a certified NCCER instructor in Program Year 1 (from October 2023 to September 2024).

Specific construction skills needed for the position include the ability to teach carpentry skills including demolition, rough framing, roofing, painting, and drywall; and provide the instruction in the usage of tools, power tools, and related equipment.