



## Position Description

<b>Position Title:</b>	YouthBuild Construction Trainer	<b>Department:</b>	YouthBuild
<b>Reports to:</b>	Director, YouthBuild	<b>Approved By:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	

### Summary

The Construction Trainer must be able to build strong relationships and support a transformative culture through construction instruction and worksite supervision of the YouthBuild Members. Specifically, quality-based, hands-on instruction of on-site construction skill training including scheduling and coordination of projects, delegation of duties, demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) and YouthBuild’s mission, strategic goals, and objectives.

This is a grant funded position through the U.S. Department of Labor.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Leads the teaching of construction skills in alignment with NCCER credential standards including but not limited to demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry.
- Assist in personal and vocational counseling and development of trainee’s leadership skills in conjunction with other YouthBuild staff.
- Conducts the evaluation of student knowledge and skills in construction.
- Participate in the development of project –based curriculum that includes construction.
- In the absence of the Construction Manager, the Construction Trainer will be responsible for the construction site, maintain production safety, and interface with subcontractors and inspectors.
- Teach the proper use and handling of all hand tools, power tools, and equipment.
- Assist Construction Manager with overall safety enforcement.
- Inform supervisor about material needs for job site.
- Keep track of all tools and equipment used on the job daily.
- Observe and evaluate students' work to determine progress, provide recognition and feedback, and make suggestions for improvement.
- Participate in meetings, seminars, and training sessions to obtain useful information and integrate it into the construction training program.



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- Assist in tracking student attendance, training activities, production records, and supply or equipment inventories.
- Work with the Director to implement construction site behavior management plans as needed.
- Create hands-on projects to provide practical experience to mirror NCCER coursework.
- Attends all staff meetings and coordinates individual plans with other YouthBuild staff.
- Serve as a mentor to YouthBuild trainees each program cycle.
- Real time data entry and milestone tracking in Database.
- Follow department calendaring procedure to ensure coverage, support, and collaboration.
- Dedicated to working directly with a diverse population.
- Ability to cultivate and develop inclusive and equitable working relationships with employees, clients, and community members.
- Supports and enhances a sense of belonging with employee, client, and community member interactions.
- Work towards equity and our agency's commitment to diversity, equity, inclusion and belonging.
- Attends meetings, conferences, and workshops to maintain current knowledge of application programs.
- Supports and participates, as needed, in the development and preparation of grant applications and implementation of awarded grants.
- Assists in the planning and overseeing program events and ceremonies.
- Supports various marketing opportunities for YB's programs, including brochures, newsletters, and flyers, to recruit and connect services to participants.
- Promotes FWHA and YB's brand awareness by adhering to FWHA and YB's brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)
- Performs other duties as assigned.

### Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

**Job Knowledge:** Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

**Initiative:** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.



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**Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition with determination and diplomacy.

**Professional Behavior:** Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work and contributes to the overall success of the organization.

**Reliability & Judgment:** Incumbent demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### **Education and/or Experience**

- High School Diploma or GED equivalent and a minimum of 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.
- An equivalent combination of education and experience may be considered.
- Demonstrated success in creating collaborative relationships.
- Must possess a valid state issued driver's license and be insurable under the Authority's plan.
- The Construction Trainer will attend and complete the ICTP (Instructor Certification Training Program) under YouthBuild USA and will be certified as Craft Instructor, giving them the ability to certify their YouthBuild Members in NCCER Construction Curricula.

### **Preferred Education and/or Experience**

- 1 to 3 years of experience working with at risk youth/young adults in a non-mandated program.
- Community College or Higher Education Experience

### **Technical Skills**

- To perform this job successfully must have strong computer skills (MS Word, Excel, and Outlook).
- Must have the ability to learn other computer software programs as required by assigned tasks.



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### 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 individuals with disabilities to perform the essential functions.

- Most of the work for this position is performed in conference rooms or construction/on-job training sites.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally transport up to twenty-five (25) pounds.
- Travel by automobile within the area may be required.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level may be loud, and the environment may be more hazardous than a standard office environment.



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### Read and Acknowledged

*Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other leadership as required. FWHA reserves the right to revise or change job descriptions, job duties, functions and requirements as the need arises. This job description does not constitute a written or implied contract of employment.*

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**Employee Signature**

**Date**

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**Employee Name (Printed)**

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**Supervisor Signature**

**Date**