

**Livermore Valley Joint Unified School District
Job Description**

TITLE: YouthBuild Construction Coordinator

REPORTS TO: YouthBuild Program Manager

BASIC FUNCTION:

As part of the YouthBuild program, the Construction Coordinator will coordinate the teaching of construction safety, history, and skills including areas such as: demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry. They will teach the proper use and handling of all hand tools, power tools, and equipment, and will instruct students using a program-approved curriculum designed to offer industry certification. In addition, the Coordinator will use varied assessments to evaluate participants' knowledge in construction, and implement and accurately maintain a system to track each participant's progress and assess skills and abilities.

The Construction Coordinator will work with the YouthBuild Program Manager to design and coordinate hands-on construction experiences with local Building Trades partners. During hands-on sessions involving worksite experience, the Construction Coordinator will be responsible for supervising program participants on the construction site, and overseeing the enforcement of safety protocols. When on a worksite, the Coordinator will interface with the local partner's project leaders, subcontractors and inspectors assisting with the scheduling of participants' tasks. The Construction Coordinator will attend all staff meetings and coordinate individual plans with other YouthBuild staff, as well as serve as a mentor to YouthBuild participants each program cycle. The Coordinator will assist in personal and vocational counseling, and the development of the participant's leadership skills in conjunction with other YouthBuild staff.

REPRESENTATIVE DUTIES:

- Participate in training for the adopted construction curriculum
- Design and deliver quality instruction in the fields of construction skills, including demolition, rough framing, roofing, drywall, finish carpentry, sheet metal, electrical, plumbing, painting, and masonry
- Evaluate each participant's knowledge and skills in construction; participate in the development of project-based assignments that include construction
- Provide safety instruction, and be responsible for overall safety enforcement
- Implement and accurately maintain a system to track participants' progress and assess their skills and abilities
- Work with the Program Manager to develop a detailed construction plan and schedule
- Maintain accurate files documenting the construction projects for each session
- Coordinate and monitor the progress and quality of work

- Provide oversight of the on-site construction training by:
 - ensuring that participants receive consistent and adequate skills training;
 - setting the standards for appropriate behavior and problem-solving techniques; and
 - ensuring that safety protocols are followed
- Identify private contractors or developers who might be interested in collaborative partnerships with YouthBuild and be willing to work with young people as construction trainees
- Establish and maintain alliances with union representatives and refer program participants when appropriate
- Maintain accurate inventory of all tools, supplies, and equipment
- Assist in personal and vocational counseling and the development of participants' leadership skills in conjunction with other YouthBuild staff
- Attend all staff meetings and coordinate individual plans with other YouthBuild staff
- Serve as a mentor to YouthBuild program participants each program cycle

SKILLS, KNOWLEDGE AND ABILITIES:

- Building Trades method, materials, tools and terminology
- Job Site safety requirements and procedures
- Construction specifications, blueprints, and diagrams
- Building Codes related to construction
- Excellent written, verbal and interpersonal communication skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with members of District staff, consultants, and others
- Model and teach employability skills and workplace ethics

DESIRED QUALIFICATIONS:

- High School Diploma or Equivalency
- Minimum of five (5) years' work experience in construction or related field
- Must be a flexible, energetic, and positive individual who is committed to the education and development of youth in a high quality respectful environment
- Valid California Driver's License
- Bilingual Spanish/English preferred

PRE EMPLOYMENT

- Fingerprint clearance
- TB clearance
- Background clearance

TERMS OF EMPLOYMENT:

- 197 Day Work Year
- Classified Managers/Confidentials Salary Placement: Level 18
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with agreements between the Supervisory Group and the Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting			X		
Lifting			X		
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone				X	
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

Completion by Human Resources

Board Approval Date –
(X) New Job Description/Reason: () Reclassification (X) Organization Needs
() Revised Job Description
() Revised Salary Placement
Change Effective date: