

OPERATION FRESH START, INC.
Construction Crew Supervisor

COVER LETTER AND RESUME REQUIRED

To be considered for this position please submit cover letter *and* resume by 5:00 p.m. on Monday, May 13, 2019.

POSITION: Construction Crew Supervisor

REPORTS TO: Conservation and Construction Manager

PURPOSE: The Construction Crew Supervisor trains and supervises a crew of 8–13 young people to construct or remodel homes. OFS Construction Supervisors work as a team with other direct service staff, including classroom teachers, placement staff, and OFS counselors, to provide a comprehensive job skill, educational, and personal development program to at-risk youth, ages 16 to 24. The goal of the program is to assist young people to become successful, self-sufficient adults. Specific job duties are listed below.

HOURS: This is a full time position - 7:15 a.m. to 5:15 p.m. Monday to Thursday

SALARY: The starting pay is between \$33,000 to \$40,000 per year (plus excellent benefits) depending on qualifications and experience.

WORK ENVIRONMENT: Operation Fresh Start is located on Winnebago Street in Madison, WI. The position includes travel to job sites located in Dane County. Operation Fresh Start conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start

RESPONSIBILITIES AND DUTIES

The following duties are typically expected of this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Construction

- a. Supervise a crew of 8 to 13 youth in the completion of new or remodeled homes.
- b. Plan and coordinate materials, equipment, and crew work activities.
- c. Assign participant work duties; motivate crew members to work together as a team.
- d. Monitor project process and quality of crew members' work.
- e. Instruct crew members in the safe use and maintenance of hand and power tools; implement and enforce all OFS safety rules, guidelines, and policies
- f. Communicate regularly with Project Manager concerning project progress, material needs, appropriate building techniques, and needed technical assistance.
- g. Maintain work site in a clean, orderly, and professional manner; maintain and properly care for van, tools, and equipment.
- h. Establish and maintain a professional relationship with the community in the immediate neighborhood of the housing site.

2. Assessment, Counseling, and Support

- a. Establish positive relationship "bond" with participant
- b. Assess each participant's employment skills, social competence, and emotional health.
- c. Work with the youth and other staff team members to develop an Individual Service Strategy to help the young person achieve employment, educational, and personal goals.
- d. Provide on-site supervision, training, education, and counseling of participants in a manner consistent with an Individual Service Strategy.
- e. As a member of a staff team, provide a periodic written evaluation for each crew member.
- f. Maintain daily plan log book to record attendance and significant events.
- g. Communicate effectively with co-workers, on a daily basis, to strengthen participant programming.
- h. Communicate professionally with participant's social worker, probation agent, family members, etc.
- i. Communicate regularly with Case Management Coordinator concerning participant progress.

3. Administration

- a. Prepare and complete all required paperwork.
- b. Assist Crew members to complete card copy and electronic timesheets.

QUALIFICATIONS

1. Home building experience
2. Excellent carpentry and interpersonal skills
3. Experience in teaching or counseling is desirable.
4. Valid Wisconsin Driver's License and good driving record required.

RESUME AND COVER LETTER REQUIRED: Please send resume and cover letter describing your relevant experience.

SUBMIT TO:

Operation Fresh Start
Attention: Melinda Gleason
2670 Milwaukee Street
Madison, WI 53704
mgleason@operationfreshstart.org
608-244-4721

DEADLINE Monday, May 13 at 5:00 p.m.

**Operation Fresh Start is an affirmative action/equal opportunity employer
Women and minorities are encouraged to apply**