



PO Box 7844, San Antonio, TX 78201  
 (210)223-3131 / Fax: (210)223-9939  
 Web site: www.sanantonioyouth.org

Date Posted: **08/07/2018**  
 Closing Date: **until filled**

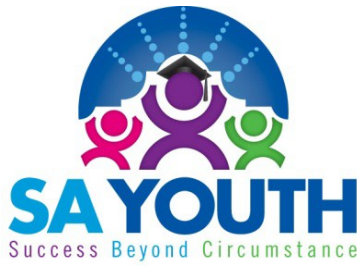
## JOB POSTING

<b>Job Title</b>	<b>Construction Trainer</b>
<b>Department</b>	<b>YouthBuild</b>
<b>Location</b>	<b>Headquarters</b>
<b>Position Type</b>	<b>Full-Time</b>
<b>Work Days/Hours</b>	<b>Monday-Friday</b>
<b>Pay Rate</b>	<b>\$40,000. - \$44,000.</b>
<b>Job Summary</b>	<ul style="list-style-type: none"> <li>• Oversees green home construction, including:           <ul style="list-style-type: none"> <li>○ Developing housing construction timelines and schedules.</li> <li>○ Developing housing estimates and budgets</li> <li>○ Ordering and securing materials and supplies for all construction projects, including receiving donations and helping to secure in-kind labor and goods for the development of sustainable homes</li> <li>○ Schedules and works with subcontracts and uses licensed contractors as needed for construction-related work and training of participants.</li> <li>○ Ensures all city codes and regulations are followed and works with the city to acquire building permits and inspections.</li> <li>○ Secures and maintains construction tools, materials and equipment</li> <li>○ Coordinates work flow to stay on schedule for housing completion</li> <li>○ Ensures home receive energy star rating and LEED certification</li> </ul> </li> <li>• Ensures that the Construction Trainer completes all construction time forms for processing and review.</li> <li>• Carefully monitors student progress and communicates openly to students and Program Director. Helps track students.</li> <li>• Ensures NCCER Certification is obtained by students and conducts NCCER classes.</li> <li>• Employs an interdisciplinary approach in teaching construction by integrating education, counseling, leadership and mentoring activities into the home building activities and construction training projects.</li> <li>• With the trainer, ensures that the construction crew is safely</li> </ul>

	<p>transported to the housing construction site.</p> <ul style="list-style-type: none"> <li>• Ensures all safety laws and procedures are followed at all times.</li> <li>• Reports any OSHA violations within 2 hours of the incident appropriately.</li> <li>• Purchases and processes Home Supply Purchase Authorizations and receives donations.</li> <li>• Conducts NCCER certification classes and other construction related courses as requested.</li> <li>• Ensures all students receive appropriate safety, OSHA, CPR/First Aid training.</li> <li>• All other duties and responsibilities as assigned.</li> </ul>
<p><b>Qualifications &amp; Experience</b></p>	<p><b>Education Required:</b> Some College – prefer AA</p> <p><b>Experience Required:</b> Five (5) years-experience working in new home construction</p> <p>One year of full-time experience is defined as 30 or more hours worked per week for 12 months.</p>
<p><b>Additional Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Applicants are permitted to substitute two years of related experience for one year higher education or one year of related education for two years of experience in order to meet the minimum requirements for the job.</li> <li>• Clearly communicate with all staff and students</li> <li>• Cooperate with other staff and volunteers</li> <li>• Be professional, responsible, prompt, and client-driven</li> <li>• Maintain a positive attitude and be a positive role model</li> <li>• Be familiar with and follow all agency policies and procedures</li> <li>• Dress appropriately</li> <li>• Help other staff occasionally to ensure the smooth operation of the agency</li> <li>• Ability to read, analyze and interpret most complex documents relating to federal and state regulations and guidelines</li> <li>• Ability to perform basic mathematical equations</li> <li>• Ability to apply principles of logical thinking of a wide range of practical problems.</li> <li>• Ability to deal with a variety of abstract or concrete variables</li> </ul>

**Interested staff should send letter of interest to  
Human Resources: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)  
Equal Opportunity Employer**

# Application For Employment



**SA Youth**  
 P.O. Box 7844  
 San Antonio, Texas 78207-0844  
 (210) 223-3131 / Fax: (210) 223-9939  
 Email: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)  
[www.sanantonioyouth.org](http://www.sanantonioyouth.org)

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

(PLEASE PRINT RESPONSES NEATLY)

Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address:	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Email	Home Phone	Cell
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Position Applying For: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Full-Time	Part-Time	Temporary
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Dates available to start work? \_\_\_\_\_

Are you a veteran?	Yes	No
Have you ever been previously employed by our organization?	Yes	No
May we contact your present employer?	Yes	No
Have you been convicted of a felony within the last 10 years?	Yes	No
Can you submit proof of legal employment authorization and identity?	Yes	No

Drivers license number (if driving is an essential job duty): \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**Employment History** Please provide all employment information for your past three (3) employers starting with the most recent.

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Job Summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Job Summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Salary: Starting \_\_\_\_\_ Ending \_\_\_\_\_  
Job Summary: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

\_\_\_\_\_  
\_\_\_\_\_

**Educational History**

List school name and location, years completed, course study, and any degrees earned:

High School: _____	Graduated:	Yes	No
College: _____	Graduated:	Yes	No
Technical Training: _____	Graduated:	Yes	No
Other: _____			

**References** List three references (business and professional only):

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Years known \_\_\_\_\_

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, education institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of SA Youth not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I also understand that if I am employed I will be required to provide satisfactory proof of identity and legal work authorization within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completing the application, please save your work and submit your application to Carolina Guerrero, Director of Human Resources with your name and job opportunity you are applying for in the subject line.**

**Email Application to: [employment@sanantonioyouth.org](mailto:employment@sanantonioyouth.org)**