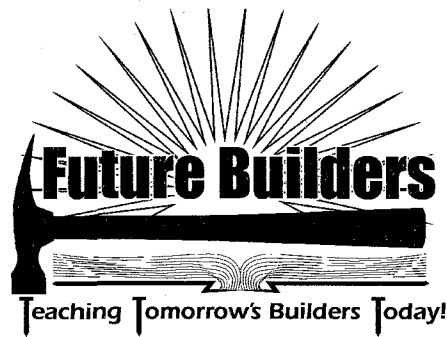


North Peninsula  
Building Association

Construction  
Superintendent

Future Builders  
Program



Job Description  
Rev. 8/19/09

**Purpose:** This position is critical to the overall success of the Future Builders program created by the North Peninsula Building Association in conjunction with Clallam County Schools and the PA Skills Center. This individual will be the coordinator for services, supplies, outside classroom instructors provided by the membership of North Peninsula Building Association and the Port Angeles High School instructor during the new home construction.

**Supervision:** This position will be under the direct supervision of the Future Builders Committee within the North Peninsula Building Association and will be paid by the North Peninsula Building Association.

**Scope:** It will be the responsibility of this person to oversee all phases of the new home construction from the permitting process, required inspections, to final cleaning prior to occupancy. All aspects of coordination between the PAHS classroom instructor, volunteer classroom instruction by NPBA members or supply sponsors, delivery of services and supplies, adherence to classroom schedules and work plans, and media promotions will be handled by this position. It will be the responsibility of this individual to ensure that schedules are adhered to and/or work parties formed so that the home will be constructed and ready for occupancy prior to the end of the school term in June.

Duration of this position will be from September 1 through June 30 of each school year or until home is completed. This person must also be available to apply for a building permit prior to September 1.

**Requirements:** Must have demonstrated proficiency or proof of the following:

- ◆ Be a licensed and bonded general contractor for the State of Washington (optional)
- ◆ Knowledgeable of all aspects of new home construction
- ◆ Understands critical path scheduling for site construction
- ◆ Understands school requirements and scheduling
- ◆ Current valid Washington State driver's license
- ◆ Be covered by appropriate vehicle insurance
- ◆ Ability to work with youth from all backgrounds and the ability to encourage and motivate youth
- ◆ Strong communication skills, both oral and written
- ◆ Will be required to submit to a Washington State background search to work with students
- ◆ Must have a valid CPR and First Aid Certification

**Duties:**

Meet with PAHS Carpentry Class instructor and Skills Center Director to assist in setting up lesson plan and work schedule for the 9-month construction period.

Meet with North Peninsula Building Association Future Builders Committee and/or Future Builders Task Force regarding construction schedule and outline areas of need.

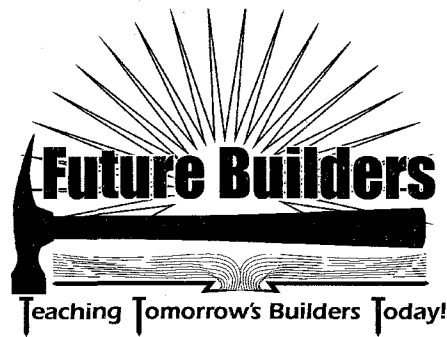
Coordinate and/or attend all meetings with Carpentry Class instructor, Multi-media instructor, VICA program coordinator and Skills Center Director regarding Future Builders project.

Keep NPBA members apprised of new construction project progress by making presentation at monthly membership dinner meetings or at Executive Board meetings. (Optional)

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Provide each contractor/subcontractor with copy of lesson plan/project work schedule two weeks prior to work commencing on the project in order for them to set schedules.

Use program Builder Helper to create and maintain production schedule.

Work with classroom instructor to set up and maintain Safety Plan for job site in compliance with OHS and WISHA requirements as well as local regulations for project. Ensure that Safety Plan includes requirements by school district.

Work with instructor to set up and oversee weekly safety meetings being a resource for topics and/or outside speakers.

Make arrangements for delivery or pick up of all supplies and services to conform to lesson plan/project schedule.

Set up necessary weekend work parties with NPBA members and other interested individuals when work schedule falls behind. Contact instructor and students of weekend work opportunity.

Prepare and maintain daily progress reports.  
Maintain photo file of work progress.

Be on site prior to students arriving; make sure area is ready for work.

Clean up after each day's work, ensuring that all tools and supplies are properly secured.

Monitor work site throughout the day to ensure proper safety practices are followed.

Maintain required reports on accidents ensuring that needed information is gathered to assist classroom instructor.

Provide input to the FB Committee regarding requests from Skills Center for tools and equipment purchases.

Will coordinate booth design and schedule participation from the class at the Building and Remodeling EXPO.

**Performance Evaluation:** Informal performance evaluations may be held every three months to ensure project is staying on schedule and good working relationship between member volunteers and sponsors are being maintained. Final evaluation will be made prior to June 30 when project is complete.

Evaluators will consist of at least one representative from the FB Committee and the NPBA Executive Board.

**Evaluation Factors:** Performance will be evaluated on the following:

- Ability to follow project work schedule time frames
- Coordination with subcontractors, contractors, suppliers and vendors
- Monthly Reports