

CAP Services, Inc.
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JOB BULLETIN

To: All CAP Offices
From: Jill Giddings, HR Generalist
Date: November 30, 2011

FRESH START SITE MANAGER

Work site: Waupaca
Start Date: As soon as possible
Starting Pay: \$16.22 - \$18.14 per hour, depending on experience
Status: 30 hours per week

Benefits:

Personal, vacation and holiday time; Flexible Spending Account; 401K; life insurance, access to health and dental insurance and to career development funds.

Duties: This position exists to provide a variety of construction and soft skills training and support to participants enrolled in the Fresh Start Program, resulting in the construction of a new residential home annually. The qualified candidate will: enforce safety, direct and coordinate home construction activities, inspect materials, products, or equipment to detect defects or malfunctions, conduct participant training in equipment operations or work and safety procedures. Interpret specifications, blueprints and job orders and train participants, when appropriate.

Minimum Qualifications:

Thorough working knowledge of residential and light commercial construction acquired through completion of a high school diploma and at least five years of light commercial and residential construction experience, or an AA in architectural/residential drafting and construction and two years of construction experience.

Must have demonstrated management and supervisory skills, team building skills, sensitivity to diverse populations and a commitment to assisting young people succeed in academic and training programs, including challenging thinking patterns that can impede one's ability to be successful.

Must be able to travel locally and have access to an insured vehicle.

**Deadline to
Submit Resume
& Cover Letter:** 5 PM Thursday December 15, 2011

Equal Opportunity Employer