



Northern Bedrock Historic Preservation Corps

Historic Preservation Project Manager

Description:

Northern Bedrock Historic Preservation Corps is seeking an experienced leader to manage service projects for AmeriCorps Members, developing workforce skills through historic preservation and outdoor service work.

The Historic Preservation Project Manager is responsible for securing and managing preservation service projects, training crew leaders and crew members, creating and maintaining a positive culture, prioritizing a safe work environment, and developing in-house technical expertise.

Requires interest in historic preservation, project management experience, knowledge of preservation trade skills, and the ability to learn and utilize the organization's technology. Strong relationship and communication skills with a desire to work in a team environment are also required.

This position will work collaboratively with the Historic Preservation Program Manager and Logistics Coordinator to solicit, assess, scope, and execute service projects, and train AmeriCorps Members.

Full-time, exempt position reporting to the Operations Director.

Compensation:

Salary: \$45,000 to \$55,000; commensurate with experience

Benefits: Health Insurance, Dental Insurance, Generous PTO, Long-term Disability, Life Insurance, IRA matching up to 3%

Position Responsibilities:

Historic Preservation Service Project Management (50%):

- Work with the Program Manager to establish Scope of Work.
- Coordinate with the Historic Preservation Project Manager, Logistics Coordinator and Technical Specialists to assess projects, and create scopes of work
- Research the historic significance of projects and share that information across the organization.
- Develop and maintain project scheduling, designing a dynamic season timeline.
- Manage service project timelines, Technical Specialists, Scopes of Work, materials and supplies.
- Work with project hosts to comply with the Secretary of Interior's Standards where applicable.
- Manage and monitor the quality historic preservation project documentation.
- Teach, model and enforce Corps policies, and notify the Crew Leader and Program Manager of non-compliance issues.
- Coordinate with technical specialists to assess projects, create a scope of work and negotiate fees.

Risk Management and Safety (15%):

- Create and maintain a safety plan and safety procedures that are compliant with OSHA requirements.
- Develop new and/or improved safety trainings, presentations and update safety manuals.
- Manage incident reporting, workers compensation, safety violations, and provide guidance for safety policies and procedures.
- Conduct regular site safety visits, both formal and informal.
- While in the field working with the crew, model and enforce proper PPE use.
- Establish a safety centered culture and ensure Corpsmember compliance.

Training (15%):

- Coordinate and conduct Corpsmember orientation and training with all staff.
- Train Corpsmembers in historic preservation, project documentation and historical context of projects.
- Assist the HP Program Manager with providing project-specific trainings, and educational events.
- Share technical knowledge as needed and assist in maintaining a training resource library.
- Develop and research specialized training in the historic preservation trades.

Crew Personnel Management (10%):

- Work with all staff to develop and execute a recruitment plan.
- Provide advice for skill sets and career pathways in historic preservation.
- Network with apprenticeships, trade schools and educational institutions to identify continuing education opportunities.
- Contribute to a safety-centered culture by teaching, modeling and enforcing proper safety procedures.
- Report Corpsmember incidents and safety violations to the Operations Director.
- Participate in incident investigations and complete appropriate and timely incident reports.

Communication (10%):

- Facilitate communication between the crews, program staff, project hosts, and technical specialists.
- Generate project information for reporting and project management.
- Serve as an organizational representative/ambassador to the public when interacting with volunteers, community members, technical specialists, project hosts and the press.
- Assist in grant writing and partnership development in conjunction with other team members.
- Commit to active participation in a highly effective team at NBHPC.

Additional responsibilities may be assigned as necessary.

Travel Requirements

- Project Managers travel to project sites as needed for project walk-thru meetings, technical instruction, and site follow-up. This includes travel by car throughout service area. Work vehicles and rental cars are provided as necessary.
- Travel is confirmed and communicated as far in advance as possible. The Project Manager's schedule is taken into consideration when planning projects and travel dates.

Qualifications:

Requirements

- Bachelor's in Anthropology, Construction Management, History, Historic Preservation, or similar; or equivalent combination of education, certifications, and experience and/or training.
- Understanding of basic carpentry, construction and masonry tool use, safety and maintenance.
- Experience and/or training in managing projects geared towards youth and young adults.
- Excellent written and verbal communication skills
- Organizational, time management, and planning skills
- Teamwork and leadership skills
- Strong awareness of workplace safety and risk management strategies
- Worksite and project management experience
- Ability to effectively communicate preservation project plans and activity details to project staff
- Strong commitment to respecting the ideas and intelligence of young adults and an ability to relate to and support a diverse group of people.
- Valid driver's license and ability to pass criminal background and motor vehicle record check. "Pass" means no major moving violations or DUI's in the past five years, no positive hits on the NSOPW (the Dru Sjodin National Sex Offender Public Website), and no history of violent offenses or crimes of dishonesty.

Preferred

- Knowledge of the Secretary of Interior's Standards and preservation briefs.
- Ability to be flexible working in a fast-paced changing environment.
- Demonstrated experience in non-profit programming or closely related field, including young adult programming such as AmeriCorps or National Service programs.
- Familiarity with and appreciation for Minnesota's historic preservation efforts, culture and places.
- Preservation trades skills knowledge
- Fleet management (vans and trailers)
- Intermediate to expert level understanding of carpentry, construction, or masonry tool use, safety, and maintenance
- Proficient in Google Suite (docs, sheets, forms) and MacOS

Work Environment:

CONSTANT: Near and mid-range vision; depth perception; field of vision; visual accommodation; color vision; talk/speak; walk on uneven or steep terrain; walk and work inside. **FREQUENT:** Lift and carry up to 25 pounds; far vision; hear; bend neck; climb stairs; feel; use fingers; grasp; handle; move about; reach; reach above shoulder; rotate neck; sit; stand; stoop/bend; twist at waist; turn wrists; extreme temperatures and noise; and work with or around others. **OCCASIONAL:** Lift and carry up to 50 pounds; climb ladders or scaffolding; crawl; crouch; kneel; maintain posture; squat; static neck position; exposure to weather; extreme wet or humid conditions; vibration; mechanical and electrical hazards; burns; confined spaces; elevated or slippery surfaces; moving objects; work alone; shift work; extended days and driving.

Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, creed, religion, national origin, sex, marital status,

familial status, public assistance, age, disability, sexual orientation, and/or membership in local human rights activities.

To Apply: Email resume, cover, and three professional references to admin@northernbedrockcorps.org. Please include "Project Manager" in the subject line. This position will remain open until filled. The selection process will begin on January 17, 2021.

To learn more about Northern Bedrock, please visit our website at www.northernbedrockcorps.org.