

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Professional Building Maintenance Instructor
DIVISION/OFFICE: Workforce Training Division
BULLETIN No: 05082019
SALARY RANGE: Commensurate with Experience
OPENING DATE: August 12, 2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Provide instruction in Professional Building Maintenance (PBM) that includes weatherization, basic construction skills, electrical, plumbing, drywall, wall and floor tile, and other modules as required by the curriculum. Remain abreast of new developments in PBM industry by attending training sessions and reviewing relevant and recent publications.

BRIEF DESCRIPTION

Deliver instruction in the assigned specialty by following the prescribed curriculum. Provide full-charge classroom management including daily attendance, creation of lesson plans, integration of differentiated instruction techniques, presentation, and proctoring of assessments, and other typical classroom activities as required. Assist Program Assistant in the recruitment of at least 12 students for each cohort during each fiscal year. Manage student field trips when required. Assist in the development of course curriculum including laboratory demonstrations and mock-ups. Perform participant evaluations relative to standards established by NCCER. Remain abreast of and informed of new developments in the PBM field by attending training sessions and reviewing relevant and recent publications. Obtain additional professional certifications, as required. Participate in instructional and curriculum articulation activities with other programs and other divisions. Lead instructor in the repairs at BCA and some of UPO special projects.

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MINIMUM QUALIFICATIONS:

Have subject matter expertise directly related to the relevant certification scheme for professional building maintenance. Have three (3) years of experience in the field of professional building maintenance as well as three (3) years of “hands-on” experience in basic construction skills. NCCER certified. Knowledge of current adult educational methods and strategies including: differentiated instruction, assessment, evaluation, and collaborative techniques and strategies that address closing the gap in student access and achievement regarding diversity..

Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Five (5) years of experience in building processes desired. Certification by NCCER in “Core Curriculum” and one additional skill area or C-Tech certification in Telecommunications training.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position IS NOT in the collective bargaining unit of the CWA Union.

This is a Safety Sensitive position.

To be considered for this position:

Submit your cover letter and resume to upojobs@upo.org

or

**fax your cover letter and resume to
202/319-3237.**