

building strength, stability, and self-reliance through shelter

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## Job Opening | Residential Construction Foreman

Full-time | Mon-Fri & Tues-Sat Schedules

This is great opportunity for an experienced Residential Construction Foreman. This is a working foreman position and also requires you to bring your leadership qualities and have a personality that can work well with volunteers!

*This position is full-time with benefits that include medical, dental and vision, life insurance, long-term disability, employee assistance program (EAP), Flex Savings Account (FSA), retirement match, paid time off, holidays, and use of a company truck. San Diego Habitat is growing and a great place to work – our team, office and field environments are the best; good pay and benefits and we work for an outstanding mission!*

### MISSION | What We Do:

San Diego Habitat for Humanity brings people together to build homes, communities, and hope. Habitat was founded on the conviction that every man, woman, and child should have a stable and affordable home. Habitat builds houses for affordable homeownership on donated or reduced-cost land throughout San Diego County. We also work with communities to revitalize neighborhoods and repair houses in cities where we build new homes. We have built homes in San Diego, El Cajon, Imperial Beach, Carlsbad, Escondido, Oceanside, Lakeside, and National City.

San Diego Habitat is gearing up to build 30 units per year. Habitat builds homes with volunteer labor (mechanical, electrical, and foundations are subbed out), and fundraising efforts include corporate partnerships, foundation and government grants, in-kind materials, corporate.

### JOB SUMMARY:

**The Construction Foreman is a Working Foreman position.** *The ideal candidate will have well-rounded construction site experience.* The Construction Foreman is responsible for daily work on a residential construction site, day to day project related site oversight and safety, providing skilled journeyman level work and skill management of the construction project. The duties of the Construction Foreman include coordination and daily progress of building construction activities, working with unskilled to skilled volunteers, while maintaining the project's schedule and providing quality control.

### ESSENTIAL JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

#### Site Responsibilities

- Lead daily construction of residential homes with mostly unskilled volunteers from corporations, faith organizations and veteran or active military groups, and interested individuals (foundations, mechanical and electrical are subbed out)
- Assure construction safety, quality, and specification compliance
- Supervise daily construction efforts to ensure project is constructed in accordance with design, codes, budget, and schedule requirements
- Communicate site rules regarding safety procedures to volunteers and enforce those rules
- Coordinate, and manage onsite volunteer functions along with material control and logistics
- Provide technical assistance, construction document interpretation, and recommendation of construction methods and equipment as required
- Assist construction management in developing and implementing the project schedule

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### **Training**

- Provide construction skills training for volunteers of widely varying ability levels
- Provide daily site safety meetings and continuous safety compliance

### **Personnel Supervision**

- Assign volunteers according to their abilities to the jobs/tasks that are needed
- Cultivate “regular” volunteers to provide ongoing site support
- Perform all work in the utmost safe manner, with integrity, humility, and respect of others

### **Administrative**

- Manage all necessary paperwork to include construction material purchase receipts and invoices and code for payment
- Provide project verbal weekly updates

### **Other duties as assigned.**

### **QUALIFICATIONS:**

- Ability to successfully perform the essential responsibilities of the position.
- Minimum of 10 years of hands on experience in all phases of residential construction.
- Minimum of 2-5 years as a construction site Foreman.
- Must have the ability to read construction plans, manage plan changes and speak effectively with city building inspectors and city department personnel on issues that arise during each phase of construction.
- Must possess the ability to work well with skilled and unskilled volunteers, professional trade partners and engineers.
- Excellent interpersonal communication skills
- Teaching and/or volunteer experience and background in nonprofit organizations a plus
- A desire to lead (and develop leadership) individuals from all backgrounds in the construction of decent affordable housing with building excellence.

### **REQUIRED SKILLS/KNOWLEDGE/ABILITIES:**

- **Technical Skills:** Thorough knowledge of all aspects of construction including technology, equipment, and construction methods required for effective performance by subcontractors, volunteers, and partner families.
- **Safety:** Demonstrates a commitment to a culture of safety in all aspects of construction, proactive daily awareness, training and maintenance of a safe and tidy job site at all times. Lifting, carrying, climbing, use of power tools, weather/heat tolerance.
- **Organization Skills:** The ability to set priorities, assign tasks, and function under deadlines and shifting priorities, and identify and resolve problems.
- **Communication:** Consistently provides timely information to General Superintendent, main consistent in keeping a professional demeanor at all times.
- **Team motivation + supervisory skills:** Ability to engage, train and supervise a range of volunteers providing a rewarding experience.
- **Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds.**
- **Commitment to nonprofit service with an interest in the mission of increasing affordable housing in San Diego County.**
- **Demonstrates a high level of ethics, integrity, diplomacy and initiative.**
- **Computer literacy in MS Office applications Outlook, Excel, Project, and Word.**

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### LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently
- Ability to speak and understand Spanish a plus

### PHYSICAL REQUIREMENTS:

- Ability to continuously stand or walk for eight hours per day
- Ability to bend, reach, climb stairs, ladders and lift frequently
- Ability to lift up to 75 pounds occasionally
- Ability to verbally communicate clearly in-person and on the telephone
- Visual acuity sufficient to satisfactorily perform and review construction work to ensure building safety and quality control

### WORK ENVIRONMENT:

- Regular schedule: Tuesday-Saturday (occasionally Monday-Friday)
- Average 40-hour work week
- Occasional work beyond regular work schedule is expected
- 90% OUTSIDE: Works in outside conditions that occasionally include inclement heat; Noise level will be loud at times.

### SPECIAL CONDITIONS:

- Must be able to pass background check (*In accordance with state and county law: convictions do not necessarily rule out employment, it depends on the nature and severity of the conviction and is evaluated on a case by case basis, check is conducted on last 7 years only.*)
- Valid California Driver's License and good driving record
- Ability to drive large pickup, box and stake bed trucks
- Ability to drive throughout the San Diego region
- Ability to be insured under company insurance

### HOW TO APPLY:

Join a team that works hard, cares about each other and enjoys the positive impact our work makes in San Diego! Benefits include medical, dental, vision & life insurance, employee assistance program (EAP), Flex Savings Account (FSA), retirement match, holidays, and paid time off.

To apply, please gather the following documents:

- Employment Application
- Cover Letter
- Resume
- Salary Requirements

**By email:** Please send the requested documents to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org) with "CONSTRUCTION Foreman" as the subject line.

**Online:** Visit [go.sandiegohabitat.org/careers](https://go.sandiegohabitat.org/careers) to complete an application and upload the requested documents.

*San Diego Habitat for Humanity is an equal opportunity employer. San Diego Habitat strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply. Reasonable accommodation is available for qualified individuals with disabilities, upon request.*