



SENIOR JOB SITE FOREMAN

Job Title:	Senior Job Site Foreman	Salary Range: DOE
Reports to:	Director of Construction	Job Location: Build Site
Hours/Week:	35	FLSA Status: Non-Exempt
Employment Status:	Regular, At Will	Pay Basis: Semi-Monthly

Position Summary: The Senior Job Site Foreman position requires flexibility in job description and duties. General responsibilities include but are not limited to; coordinating, supervising, and training unskilled volunteers, establishing & maintaining job site safety, ability to read, understand and interpret construction documents, interface with consultants and Habitat for Humanity management, project documentation and most importantly the ability to work with tools of the construction trade.

Primary Responsibilities:

- In accordance with Habitat for Humanity Plans, Specifications, and Quality Requirements, as directed by the Director of Construction, the Construction Foreman supervises overall construction activity and provides leadership to construction activity, including all paid contractors.
- Under the direction of the Director of Construction, trains volunteers.
- Works closely with purchasing manager to ensure materials and service needs are provided in a timely manner to the job sites.
- Treats house recipients with respect and dignity. Strives to make their construction involvement meaningful.
- Supervises job sites on each designated workday.
- Understands elements that contribute to successful volunteers and helps ensure that volunteers have a consistently good experience thus motivating them to return.
- Anticipates problems and issues and personally acts on same if necessary to help ensure schedules are met and work plans are enabled.
- Evaluates and implements good safety practices and constantly stresses same with house leaders and volunteers.
- Ensures that communications to volunteers are accurate and timely.
- Identifies volunteer jobs/needs not currently filled and communicates needs to Director of Construction.
- Trains volunteers utilizing others on his/her team.
- Suggests potential advantageous building practices and material cost-saving opportunities to Director of Construction.
- Supervises all site preparation and layout as per Director of Construction.
- Supervises all warranty complaints and repairs as per Director of Construction.

- Meets long and short term goals established with the Director of Construction and Chief Executive Officer.

Other Duties:

- Perform other duties as requested

Required Skills and Experience:

- At least 5 years of Assistant Supervisory role experience with construction site projects.
- Bondable
- Outstanding communication and interpersonal skills needed to communicate task assignments to volunteers and construction trades/suppliers
- Strong commitment to community service
- Ability to multi-task and wear many hats with minimal supervision
- Commitment to safety and quality a must
- Ability to drive construction vehicles to various job sites and to pick up material supplies
- Ability to work collaboratively on a team
- Ability to analyze and exercise sound judgment
- Must pass Criminal Background Check and Sexual Offender Check

Key Behavioral Traits:

The consistent display of these behaviors is essential to continued employment:

Professionalism: Treats others with respect. Accepts feedback without defensiveness. Understands needs of the organization might outweigh personal feelings and still provides diligent and careful work product.

Good Judgement: Considers impact of personal and professional choices. Consistently makes decisions in keeping with organizational values, supervisor's direction, and common sense.

Problem Solving: Able to handle common problems without supervisor intervention while knowing when supervisor participation is warranted. Able to foresee when actions might have consequences to others and communicate appropriately before implementing changes.

Education, Knowledge and Abilities:

- Sensitive to issues of confidentiality and diversity
- Minimum high school education; college courses and/or degree a plus.
- Valid California Driver's License and insurability under affiliate automobile insurance policy.

Time Requirements: This is a part-time, 35 hour per week position. It may be necessary to occasionally work extra hours or some evenings and weekends, as determined by supervisor.

Benefits: See personnel policy handbook.