

JOB DESCRIPTION

Construction Foreman – Santa Cruz Habitat for Humanity Monterey Bay

Habitat for Humanity Monterey Bay (HfHMB) has traditionally built single-family homes in the Santa Cruz and Monterey Counties using volunteers for approximately 80% of the labor. HfHMB has recently implemented a program to build Accessory Dwelling Units (ADUs). ADUs are 500 SF self-contained houses adjacent to and on the same property as an owner-occupied single-family house. The ADU can be attached to the principal dwelling or a separate structure on the same property. Habitat's ADUs incorporate the latest construction, energy efficiency and accessibility technologies.

The Construction Foreman will lead volunteers in the construction (and sometimes rehabilitation) of ADUs. The first ADU is scheduled to break ground in late January 2017. We anticipated building one ADU every six months. Construction will include pre-planning through the final completion of punch list items. On a typical construction project, some work is subcontracted out, such as plumbing, electrical and roofing. The Construction Foreman works primarily on site and supervises volunteers during the construction process.

Responsible to: Construction Manager

Employee Status: non-exempt, hourly at 30 – 35 hours per week

RESPONSIBILITIES:

PRE-CONSTRUCTION PLANNING

- Develop written materials list and construction schedule.
- Identify volunteer requirements and needs, working in close coordination with volunteer Coordinator.

CONSTRUCTION MANAGEMENT

- The training and supervision of skilled and unskilled volunteers is a primary responsibility.
- Coordinate and participate in construction process.
- Direct and monitor subcontractors.
- Manage construction schedule, update as needed.
- Work with Volunteer Coordinator to manage scheduling of volunteers and skill needs.
- Participates with monthly Habitat Construction Committee.

CONSTRUCTION PROCEDURE

- Place a high priority on worksite safety.

- Ensure timely clear communication with contractors and vendors. Develop working relationships.
- Manage contracts with subcontractors and ensure timely and accurate completion.
- Order inspections, ensure that houses are built to code and to approved plans.
- Use in-kind material and labor when possible.
- Provide updates regarding project status and estimated completion dates.
- Responsible for projects until 100% complete and occupied.

MATERIALS AND LABOR PROCUREMENT

- Responsible for ordering correct quantity and having materials delivered on time.
- Oversee tool/equipment inventory, manage retention and repairs.
- Ensures that unused materials are returned or repurposed.

REQUIRED KNOWLEDGE AND SKILLS:

- Three years of related construction experience with new construction and rehabilitation.
- Experience in the coordination and supervision of volunteers is a plus.
- Construction management experience a plus.
- Understand the elements that contribute to successful volunteers and helps ensure that volunteers have a good experience and motivating them to succeed.
- Excellent interpersonal skills.
- Commitment to Habitat for Humanity ideals and philosophy.
- Thorough, demonstrated knowledge of residential construction.
- Computer literacy, proficiency in computer management software desirable.
- Valid Building Contractors License desirable.
- Absolute commitment to job safety.
- Valid California Drivers License.

QUALIFICATIONS:

- Treats home residents and volunteers with respect. Strives to make their construction involvement meaningful.
- Should be a good listener and be able to engage in well-considered discussions.
- Team building experience is a real plus.

JOB DETAILS: Starting salary is \$27.19 per hour with holidays, vacation and sick leave provided. A small supplemental income of \$1.44/hour is provided to assist with obtaining independent medical coverage.

In accordance with the Americans with Disabilities Act, this position:

- Requires the physical ability to sit, walk, and/or stand for prolonged periods of time. Most of the work will be outside.
- The position requires persons who are able to safely lift at least 50 lbs on an occasional basis.

Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sexual orientation, gender identity, marital status, national origin, or disability.