



## JOB OPENING

### CONSTRUCTION FOREPERSON

San Diego, California

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

Open until filled

[www.sandiegohabitat.org](http://www.sandiegohabitat.org)

**JOB OPPORTUNITY:** This is a great opportunity for the individual who has new home construction experience. This is a working foreperson position, and the ideal candidate will have well-rounded residential construction experience, leadership qualities and a personality that can work well with volunteers!

**BENEFITS:** This position is full-time with benefits that include paid-time off, holidays, medical, dental and vision, retirement match, life insurance, long-term disability, Flex Savings Accounts (FSA), employee assistance program (EAP), and use of a company truck.

***San Diego Habitat is a great place to work – our team and work environments are the best; great 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.

Habitat builds homes with volunteer labor (mechanical, electrical and foundations subbed out), and fundraising includes corporate partnerships, foundation and government grants, and in-kind materials.

**JOB SUMMARY:** The Foreperson is responsible for daily work on a residential construction site, daily project oversight and safety, providing skilled journeyman level work and skill management of the construction project. Duties include coordination and daily progress of construction activities, working with unskilled to skilled volunteers, while maintaining the project's schedule and providing quality control.

#### Site Responsibilities

- Lead daily construction of new homes with up to 10 skilled and unskilled volunteers in all phases of building (foundations, mechanical and electrical are subbed out).
- Assure all site work is performed in accordance with the San Diego Habitat Safety Policy.
- Assure that all site work is in accordance with approved drawings, current building codes, budget, schedule and San Diego Habitat building practices.
- Assure that proper and sufficient materials and equipment are available for each day's work.
- Assist in the proper control, maintenance, storage, and security of all materials, tools, and equipment.
- Maintain a clean and orderly jobsite appearance.
- Provide technical assistance, construction document interpretation, and recommended construction methods and equipment as required.
- Assist in developing and implementing the project schedule.
- Complete final walk-through checklist and closing punch list.
- Assist where necessary at San Diego Habitat's home repair sites.

## **Supervision and Training**

- Plan daily duties for volunteers and assign duties according to their abilities to the jobs/tasks.
- Provide construction skills training for volunteers of widely varying ability levels.
- Provide daily site safety meetings and continuous safety compliance.
- 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 processes to include construction material purchase receipts and invoices and code.
- Provide weekly project updates.
- Participate in department and affiliate-wide meetings, events, professional development, training and process improvement.

## **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 foreperson.
- Able to read and interpret standard residential construction blueprints and specifications.
- Working knowledge of residential building codes.
- Ability to speak effectively with city building inspectors and city department personnel on issues that arise during each phase of construction.
- Possess sufficient knowledge of residential construction to determine materials, and schedule, coordinate and participate in construction activities.
- Able to use hand and power tools needed to complete residential construction tasks and instruct others on their effective and safe use.
- Possess basic mathematical aptitude to calculate building measurements, quantities.
- Ability to successfully work with skilled and unskilled volunteers, trade partners, engineers and co-workers.
- Able to lead, manage, supervise and motivate individuals and teams of volunteers.
- Able to plan, schedule, prioritize, coordinate, delegate and manage multiple activities.
- Able to analyze circumstances, make routine decisions, problem solve, and give direction regarding problem resolution.

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

- Certified in first aid and CPR (or able to be certified within three months of hiring).
- HFHI Competent Person Certification (ability to be certified within 12 months of hiring).
- 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.
- 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.
- High School diploma or equivalent, preferred.
- Teaching and/or volunteer experience and background in non-profit organizations a plus.

### LANGUAGE SKILLS:

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

### PHYSICAL REQUIREMENTS:

- Stand or walk for the majority of a work day, including working on uneven surfaces
- 90% OUTDOORS: Works outdoors on a construction work site with exposure to occasional inclement heat, dirt, dust, dampness, construction debris, noises, fumes and odors related to construction materials will occur; require weather/heat tolerance.
- Apply extensive physical mobility, including reaching, lifting, holding, pushing and pulling, carrying, bending, climbing stairs and ladders, crawling, kneeling, arm and leg extension
- Regularly lift 10 - 35 pounds: Occasionally 75 pounds or more
- See and judge distances and spatial relationships
- 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
- Independently operate motor vehicle

### WORK ENVIRONMENT:

- Regular Schedule: Tuesday-Saturday (occasionally Monday-Friday)
- Average 40-hour work week
- Occasional work beyond regular work schedule is expected

### 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

**To apply, please send the following to [jobs@sandiegohabitat.org](mailto:jobs@sandiegohabitat.org)**

**Subject Line: "CONSTRUCTION Foreperson"**

- **Resume**
- **Salary Requirements**

**Join a team that works hard, cares about each other and enjoys  
the positive impact our work makes in San Diego!**

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*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.*