



An Equal Opportunity Employer working in a drug-free environment

Position: Site Foreman
Classification: Non-Exempt
Status: Full-time hourly (40 hours per week)
Supervisor: Construction Supervisor
Updated: June 2024
Salary Range: \$22 – \$25/hour

Summary

This project-based position reports to the Site Supervisor and will ensure safety on site while developing meaningful and productive experiences for volunteers and future homeowners, and contributing to the construction team which delivers quality homes on schedule and on budget.

Responsibilities

Responsibilities include but are not limited to the following:

- Manage volunteer and future homeowner groups at the construction site
- Participate in safety trainings
- Ensure all volunteers sign waiver and liability forms and give safety information/speech
- Engage with volunteers and homeowners to provide a meaningful construction experience
- Assure quality control and code compliance
- Install non-volunteer friendly items during planning days which includes but is not limited to: tile, doors and trim, handrails, cabinets, countertops, simple plumbing repairs, simple electrical repairs, drywall repairs, landscaping/pavers, framing, laminate flooring, siding repairs and deck finishes
- Communicate need of materials and equipment to Site Supervisor to aid in planning of pickups and deliveries
- Assist in planning and scheduling daily construction tasks with Site Supervisor
- Assist in inspection readiness for all phases
- Complete punch lists and repairs
- Responsible for upkeep of fleet vehicle and all team tools
- Must maintain a clean, secure and organized site with appropriate signage and fencing

Qualifications

- Several years of housing construction experience
- Completion of a trade training program preferred
- Experience as a volunteer a plus
- Ability to handle multiple tasks, detail-oriented, excellent time-management and organization skills
- Ability to work with diverse group of people as well as independently as a project leader and as a team member, supervisory experience is a plus
- Ability to exercise judgment and discretion is critical to success