



Job Description: Construction Foreman

Job Title:	Construction Foreman	Type:	Part-Time
Department:	Construction	Classification:	Non-exempt
Reports to:	Construction Manager	Pay Range:	\$20 per hour

The Construction Foreman assist the construction manager with new house construction and rehab program that utilizes volunteer labor, and produces quality homes for low income families in a safe affordable manner.

Essential Duties and Responsibilities

- *Responsibilities*
 - Assure that Habitat has the necessary tools for construction and that they are well maintained.
 - Work with Volunteer Coordinator and Construction Manager to assess volunteer needs.
 - Utilize the following practices to accomplish outcomes: engagement, leadership, mobilizing resources, and monitoring progress.
- *Management of Materials & Tools*
 - Establish a take-off list for each house (as needed).
 - Assure that delivered materials are inventoried & checked for quality and return rejects.
 - Facilitate pick-up and purchase of materials at the direction of the Construction Manager (as needed).
- *Supervise Volunteers & Sub-Contractors*
 - Coordinate the work of volunteers.
 - Lead daily Safety Briefings and secure volunteer sign-ins.
 - Teach volunteers how to complete the necessary tasks.
 - Involve the future homeowners in the construction process; team with regular volunteers.
 - Assure that all work done is high quality and completed in a timely manner.
 - Secure or remove all tools and materials from site at end of day/project.
- *Inspections*
 - Assume responsibility for meeting all applicable building codes.
 - Ensure that all punch list items are completed correctly and in a timely manner.
- *Complete other duties as assigned.*

Qualifications

- 2+ years' experience in new construction required, foreman experience preferred.
- Some experience with remodeling projects preferred.
- Ability to manage multiple projects at once with no decline in quality control.
- Excellent verbal and written communication skills.
- Ability to work professionally and respectfully with people of varying ethnicities, religions, beliefs, socio-economic backgrounds, and orientations.
- Ability to work a flexible schedule, including weekends.
- Ability to lift and/or move up to 50 pounds.*
- Ability to frequently walk, sit, and stand while performing the duties of this job.*
- Valid South Carolina driver's license with good driving record.
- Must pass a Criminal Background Check and Sexual Offender Check.

* *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*