

Habitat for Humanity of Greater Sioux Falls
JOB DESCRIPTION
Construction Foreman
March, 2018

POSITION DESCRIPTION:

The person in this position is responsible for the management and supervision of the construction of new homes and remodeling of existing homes by Habitat for Humanity. This includes organizing each build site—delivering materials to sites, supervising volunteers and build crews. This person works directly with partner families to encourage their work on their homes and to assist them in making decisions regarding their construction options.

JOB DUTIES:

1. Work with Construction Manager to maintain construction schedule and budget.
2. Coordinate the delivery of materials, tools, and other supplies to and from work sites and the Habitat warehouse.
3. Work with partner families to resolve any punch list and/or warranty items that arise after construction.
4. Attend the Construction Advisory Committee meetings as requested or time allows.
5. Work with and supervise volunteers and site supervisors.
6. Represent the Affiliate in the community where and when appropriate.
7. Assist the Construction Manager as needed.
8. Continue builds and prep for next scheduled work day when there are no volunteers.
9. Conduct the safety briefing at the beginning of each shift.
10. Perform other duties as needed or requested.

POSITION REQUIREMENTS:

1. Knowledge and 3-5 years of experience in residential construction.
2. Outstanding organizational skills.
3. Experience and skill in supervision of diverse groups.
4. Flexibility in work habits.
5. Physical ability to climb a ladder up to 25 feet; ability to lift up to 70 pounds, up to 10 times per workday.

REPORTING RELATIONSHIPS:

This person reports to the Construction Manager. This person works in a team atmosphere of mutual respect and cooperation with all staff and volunteers.

THIS POSITION IS FULL-TIME/HOURLY/NON-EXEMPT.

Signature of Staff Member

Date