

RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Construction Foreman
POSITION CLASS: **38/Exempt**
SUPERVISORIAL RESPONSIBILITIES: Sub-contractors, family members,
and others as assigned
SUPERVISED BY: Construction Manager
WORK SITE: Specified Construction Site as
Assigned

GENERAL PURPOSES AND RESPONSIBILITIES:

Plan and supervise the actual construction of housing. Ensure compliance with local, codes and ordinances. Ensure the proper and timely completion of the homes through training and supervision of families. Oversee the quality and performance of sub-contractors work. Responsible for house completion according to specifications and plans within the allowable budget.

EXAMPLES OF SPECIFIC TASKS:

Supervise and train families in each construction phase; demand quality work; oversee sub-contractors work; request building inspections when needed; prepare monthly progress reports; prepare list of needed materials and supplies in a weekly manner. Maintain sweat equity records on each family; provide training on proper and safe use of tools; provide needed tools on a rental basis to families (see attached rental agreement); report any on the job accidents or injuries; Other duties as may be assigned.

QUALIFICATION/REQUIREMENTS:

1. Must have at least four years of building trades work experience
2. AA degree or the equivalent of 2 years additional experience
3. Must have good teaching skills
4. Must be able to carry out the construction without on site supervision
5. Must be able to get families in a project to assist each other
6. Weekend and evening work required
7. Must be supportive and patient and demanding at the same time
8. Must have a valid California Driver's License, and provide a current Dept. of Motor Vehicle (DMV) report, & proof of liability insurance
9. An appropriate vehicle for work is required.
10. Must provide for adequate tools as per tool rental agreement (Attached)
11. Bondable
12. Ability to work with and be sensitive to the needs of low-income persons.
13. Assist in soliciting bids and purchasing building materials and Sub-contractors services.
14. Managing and supporting construction staff in specific geographic areas.

15. Assure direction is provided to participants and volunteers performing self-help labor and resolving problems which arise within construction groups.
16. Exercise budget and quality control in assigned project(s)
17. Supervising participant instruction regarding proper tool use and safety and the maintenance of safe working conditions.
18. Explaining to groups about the group construction process and labor exchange.
19. Ensuring compliance with RCHDC policies and program requirements
20. Resolve complaints and repair callbacks with sub-contractors and families.

PHYSICAL DEMANDS

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

Work is performed mostly at the project site. Hand-eye coordination is necessary to operate various types of tools to perform the duties as necessary to do maintenance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this classification, the employee is regularly required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; talk and hear. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.

This position is physically strenuous (60% of time). Applicants must be in good physical condition (100% of time); fully mobile (100% of time), and able to lift heavy loads up to 50 lbs. (20% of time).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to extremely high.

Random Drug Testing Required

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