

JOB DESCRIPTION

Position Title: Home Modification & Repair (HMR) Construction Foreman	Date Revised: 06/2022
FLSA Status: Non-Exempt	Reports To: HMR Director
Salary Range: \$25/HR to \$30/HR	

Schedule: Shift – approximately 8 hours per day between the hours of 8:00 a.m. to 4:30 p.m. with 30-minute lunch break unless arrangements have been agreed to by the employer and the employee; 5 days/week. Usually 40 hours/week.

JOB SUMMARY:

Brothers Redevelopment Inc. provides safe and affordable housing assistance for senior, disabled and low-income residents throughout the Front Range and Denver Region. The HMR department performs home rehabilitation and modification services for existing residential structures to increase accessibility and home safety. The Construction Foreman is responsible for:

ESSENTIAL FUNCTIONS:

- Workflow coordination – Knowledge of residential workflow and coordination of material, staff process, subcontractor logistics and code required inspection scheduling as needed.
- Project execution – Onsite residential rehabilitation and modification construction process execution based on approved proposals and building code requirements.
- Crew oversight – Onsite supervision, trade skills implementation and training for field tech staff as needed, focusing on safe work practices, quality workmanship, appropriate pace, and project budget parameters.
- Subcontractor oversight – subcontractor contact, assistance, compliance checks and coordination.
- Compliance oversight – project budget supervision, EPA, and HUD safety regulation, building code and best practices planning and execution.
- HMR Project Management coordination – communicate with HMR Project Manager on progress reports, scheduling, and process/compliance issues and to create a positive, efficient, peer-based working environment and successful outcomes.

The HMR Construction Foreman is responsible for the successful execution of approved projects in the Denver Metro area. This position will be onsite in the field and will create successful project outcomes through skilled trade processes and attention to code, safety, and best practices. The Foreman will work closely with the HMR Project Manager to create and maintain a culture of positive, peer-based relationships where communication, accountability, and professionalism lead to successful outcomes.

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality**- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security**- Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum five (5) years Residential Construction experience, home renovation, rehabilitation, and modification experience preferred.
- Excellent organization and communication skills (verbal and written), email and document production.
- Team oriented leadership.
- Familiarity with residential building code, architectural drawing review.
- Familiarity with permit and inspection process.
- Extensive experience with interior finish remodeling, substrate, underlayment, floor tile, wall tile, laminate, and vinyl flooring installation.
- Residential framing, sheet rock and wall finishing skills. Concrete flat work installation familiarity. Exterior deck, stair, and ramp installation.
- Light electrical and plumbing.
- Door and window installation experience.
- Light welding and metal fabrication skills preferred.
- High School Education
- Must have a valid driver's license with a good driving record.
- Must have reliable transportation.

MENTAL DEMANDS:

- Most of the duties are varied and regularly require analysis, comprehension, or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of the analysis and interpretation to resolve problems.
- Requires the use of mathematical skills.
- Requires continuous concentration, alertness, and attention to detail.

WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THE JOB:

- Ability to adequately traverse a residential job site (i.e., climbing, lifting, carrying a minimum of 75lbs., and other similar activities as required).
- Ability to safely use residential construction power tools.
- Ability to safely operate a company construction vehicle (pickup truck or similar).
- Ability to work in exterior environment during a variety of weather conditions.
- Proof of COVID-19 vaccination is required for employment.

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications ranges from a routine exchange of

information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

Vision and Hearing:

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships. Must be able to hear within a normal range with or without a hearing device.

EQUIPMENT, MACHINES, TOOLS USED:

Computer, computer software, scanner, printer, telephone, copier, facsimile machine, calculator, postage machine, paper cutter, and hand truck. May use other equipment as required for the position.

Vision and Hearing:

Must be able to clearly see the computer monitor with or without corrected vision. Must be able to judge or distinguish distance and space relationships.

Must be able to hear within a normal range with or without a hearing device.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee’s Signature

Date

Employee’s Printed Name