

## **Construction Foreman job description**

Alaska Community Development Corporation is looking for a construction foreman to coordinate and supervise crew members for home weatherization and home rehab projects. The foreman will be responsible for training new workers and will work closely with property owners and building tenants to coordinate construction work. They will also create and maintain construction schedules; manage, and train staff; ensure construction tools and equipment are properly maintained; and keep projects on schedule and within allotted budgets. The candidate should be extremely organized with excellent time management, leadership, communication, and project management skills.

### **Objectives of this role**

- Create and maintain a construction schedule with project goals in mind
- Train, supervise, and assign tasks to crew members
- Guarantee all safety precautions and quality standards are followed on construction sites
- Consult regularly with property owners, tenants, and other major stakeholders
- Ensure all construction projects stay on schedule, remain within the budget, and are completed successfully
- Calculate productivity rates and report project status to supervisors

### **Responsibilities**

- Read project plans, drawings and work scope specifications
- Create and manage schedules and monitor attendance of the crew
- Oversee construction sites and supervise the use of any machinery and equipment
- Coordinate the procurement of required project materials and equipment
- Delegate responsibilities and tasks to crew members, contractors, and other workers according to priorities and plans
- Emphasize safe use of all tools and equipment and enforce the proper use of safety gear
- Manage crew members to ensure the project is kept on schedule

### **Skills and qualifications**

- Advanced knowledge of construction procedures and equipment

- Knowledge of construction work related to energy conservation, weatherization and accessibility home improvements.
- Ability to read and understand drawings, work scopes, and construction plans
- Excellent organizational and time-management skills
- Ability to problem-solve and fix routine errors
- Knowledge of safety guidelines and best practices
- Strong managerial skills with a warm personality

### **Preferred qualifications**

- At least 5 years of previous experience in construction or other related fields
- Valid Alaska driver's license
- Experience in running construction crews
- Proven leadership skills
- Ability to drive projects to fruition on time and within budget
- Ability to train and supervise workers
- Expertise in sourcing and supervising construction materials, tools and equipment
- Excellent communication and interpersonal skills

This job will be based out of Alaska CDC office in Palmer, but some travel will be required, as in addition to projects in the Mat-Su Borough, we also have projects in Kenai Peninsula, Copper River Basin, Southeast Alaska and the Bristol Bay area.

Salary DOE \$33 - \$39 / hour. Benefits include medical, dental & vision plan; paid holidays; paid leave; Tax Sheltered Annuity plan; & life insurance.

Send resumes to: Alaska Community Development Corporation, 1517 Industrial Way, #8, Palmer, Alaska 99645. Email: [cchristiansen@alaskacdc.org](mailto:cchristiansen@alaskacdc.org)