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**.....(CONSTRUCTION)**  
**.....Job Description**

**About Rebuilding Together San Francisco**

Rebuilding Together San Francisco, established in 1989, mobilizes teams of volunteers to complete free home repairs and renovations for income-qualified San Franciscans and for nonprofit / community spaces. Hundreds of volunteers join our efforts each year. Rebuilding Together San Francisco (RTSF) has an annual budget of \$1.1M and a staff of 6 full-time employees and an AmeriCorps member.

In 2019, RTSF will be celebrating its 30<sup>th</sup> Anniversary, with the expectation of recognizing, celebrating, and leveraging this milestone. Rebuilding Together San Francisco is a local affiliate of Rebuilding Together, a national organization that includes 130 affiliates nationwide. More information can be found at [www.rebuildingtogethersf.org](http://www.rebuildingtogethersf.org).

**POSITION DESCRIPTION**

**Are you a contractor / carpenter with experience and know-how in residential repairs, construction, and customer service?** The Foreperson will oversee projects from the initial home assessment through completion to assure quality, consistency, and cost effectiveness. The Foreperson manages everything from 200 minor home safety repairs a year to extensive, multi-faceted home accessibility modifications from concept to implementation. We are looking for someone who has a calm, clear, and thoughtful approach to working with older persons, family members, and people with disabilities who will need assistance in navigating repair work with contractors and vendors. Successful candidates will be confident in residential repair practices, as well as coordinating projects with paid subcontractors, skilled trades people, and from time to time direct general volunteers. A General Contractors License is highly valued, but not required. This is a part-time in-field position based in San Francisco.

**PRIMARY RESPONSIBILITIES**

**Safe at Home Program - Responsible for overall coordination of 250+ projects annually (20%)**

- Conduct home assessments, including 25-point Healthy Housing assessment and project scoping
- Oversee work assignments and completion for a part-time *Construction Technician*

**Home Modifications Program - Responsible for implementation of City Contract (35%)**

- Assess applications and review homeowner qualifications to assure homeowner meets eligibility requirements
- Research and vet contractors/vendors to complete needed home modifications
- Coordinate with internal team members, contractors and homeowners to ensure: (1) projects are on track; (2) they have the necessary paperwork, information, materials, supplies, and labor for City compliance; (3) the necessary documentation is completed for contract reporting; and (4) remediate project obstacles or complaints with our stakeholders
- Upon job completion, perform final inspection confirming work conforms to the identified work scope and any contractor requirements have been fulfilled

**Rebuilding Day Support – Provide technical support and scopes of work (15%)**

- With the Program Director, contribute to development of appropriate scopes for work for each project via site visits and consultations with staff and project volunteers
- Coordinate building, encroachment, and other permit processes needed to complete repairs
- Ensure compliance with the EPA's Renovation, Repair and Painting Rule

**Volunteer Management – Help make volunteer work meaningful, hands-on, and efficient (20%)**

- Support Safe at Home Installer volunteers with the SOW they need to complete their projects
- Serve as a resource to troubleshoot and aid volunteers in planning scopes of work and be available on site for technically challenging installations

## **POSITION REQUIREMENTS**

*The ideal candidate will have the following skills and experience:*

- 5+ years of residential construction and 2+ years of project or construction management
- Ability to quickly and positively establish rapport, build relationships, and gain confidence and credibility Strong customer service mindset
- Bachelor's degree or commensurate educational experience
- Work occasional evenings and weekends throughout the year, particularly in preparation for National Rebuilding Day (March-April) and Team Build projects. We offer flexibility to accommodate these obligations.
- Valid CA driver's license and willingness to drive to appointments throughout San Francisco
- Pass a background check
- Occasional (up to 20%) moderate lifting, carrying, stooping, kneeling and reaching

*Though not required, the following are helpful skills and experience for the position:*

- CSLB-Licensed Contractor
- RRP, OSHA, and/or other relevant construction safety training
- Bilingual in English & Spanish, other languages a plus
- Effectively utilize information technology and basic office software including MS Office Suite
- Familiarity with Salesforce database a plus
- Reliable vehicle with proof of insurance

## **BENEFITS & APPLICATION INFORMATION**

This part-time exempt position offers health, dental and vision insurance, three weeks of vacation plus 5 bonus days at the end of the year when our office is closed, 12 paid holidays, 403(b) plan with employer match, Flexible Savings accounts, and professional development opportunities. To apply email a cover letter and resume to [info@rebuildingtogethersf.org](mailto:info@rebuildingtogethersf.org), subject line "Fore] ^!•[ }." Rebuilding Together San Francisco will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.