CONSTRUCTION ADMINISTRATION & PROFESSIONAL SERVICES ACADEMY prepares San Francisco residents for entry-level careers as professional construction office administrators.

TRAINING CURRICULUM

OVERVIEW OF CONSTRUCTION INDUSTRY

- Construction bidding process
- Lean construction
- Building information modeling
- Document management
- Project start-up
- Contracts, insurance and bonds
- Cost management

ADMINISTRATIVE SKILLS

- Basic Accounting
- Bookkeeping
- Human Resources
- Microsoft Office and Quickbooks Pro
- Billing, accounts payable and receivable

JOB READINESS SKILLS

- Resume and Cover Letter writing
- Interviewing skills
- Public speaking

Students participate in internships with local employers, providing on-the-job training.

San Francisco: Building Tomorrow’s Workforce Today

For more information, visit us at:
www.workforcedevelopmentsf.org
Phone: 415-701-4848
Fax: 415-701-4896

@CityBuildSF
CITYBUILD CONTRACTOR & EMPLOYER SERVICES

CityBuild provides comprehensive assistance to contractors and employers in meeting various San Francisco construction workforce policies. CityBuild offers employers and contractors:

- Information on requirements under the Mandatory Local Hiring Policy, First Source Hiring Program plus other construction workforce policies.
- Assistance in creating a successful workforce plan on all types of projects.
- Ongoing support throughout the project, including issuing regular workforce reports and developing strategies to maintain compliance.
- Connections to qualified apprentices and journey-level workers, including pre-apprentices through the CityBuild Academy.

CITYBUILD ACADEMY offers an 18-week intensive, hands-on pre-apprenticeship training program where trainees learn foundational skills and knowledge to enter the construction trades and succeed as apprentices.

Several training instructors are construction industry specialists with years of field experience. The training curriculum includes hands-on construction, physical fitness, basic blueprint reading, construction-related math, introduction to welding, and life skills.

In an ongoing effort to strengthen and expand the trainees’ skill sets, CityBuild partners with various union apprenticeship programs and community resources to offer enhanced construction curriculum and specialized training opportunities.

MINIMUM QUALIFICATIONS

- Age 18 or older
- Authorized to work in the U.S.
- San Francisco resident (with proof of domicile)
- Valid CA Driver License
- High School Diploma or GED

Construction Workforce Policies

Mandatory Local Hiring
Requirement: Fixed % of SF residents by trade depending on project advertisement date

First Source Hiring
Goal: 50% of new hires be local workers

Federal Hiring Policies
Goal: 6.9% female participation by trade and 25.6% minority participation

OCII (Redevelopment)
Goal: 50% SF residents by total work hours

ACADEMY PARTNERSHIPS AND SPECIALIZED TRAININGS

- Carpenters Framing Class
- Iron Workers Gladiators Training
- Plasterers Per-Apprentice Training
- Cement Masons Pre-Apprentice Training
- Plug Weld Certification Training
- Habitat for Humanity (Hands on Training)
- Neighborhood Emergency Response Training (Through SFFD)
- Welding Plug Assistant Training

CERTIFICATIONS

- OSHA 10
- Forklift
- Scissor Lift
- Skid Steer
- HAZWOPER
- CPR
- Basic Confined Space
- Trenching Excavation Basics
- Basic Rigging Awareness
- Scaffold Safety User
- Fall Protection Safety User

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