

CITY OF OAKLAND



CITY HALL • ONE CITY HALL PLAZA • OAKLAND, CALIFORNIA 94612

Office of the Mayor

(510) 238-3141
FAX (510) 238-4731
TDD (510) 238-3254

Letter of Appointment

February 18, 2025

Dear President Pro Tempore Gallo and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed the following persons as members of the following board or commission, subject to City Council confirmation:

Commission on Aging

Brandon Hemphill, to the Commission on Aging to serve a three-year term that began on September 2, 2022 and ending on September 1, 2025, filling the vacant seat previously held by Tydia Hill.

Thank you for your assistance in this matter.

Sincerely,

Mayor Kevin Jenkins

Profile

Brandon

First Name

Hemphill

Last Name

Pronouns

He and him

Email Address

Street Address

City

Suite or Apt

State

Postal Code

What City Council district do you live in? District 7

Primary Phone

Alternate Phone

Self Employed

Employer

Construction
Manager/Inspector

Job Title

Which Boards would you like to apply for?

Commission on Aging: Submitted

Interests & Experiences

Please tell us how your qualifications and participation will relate to the requested board and/or commission's mission.

As a lifelong resident of Oakland, CA and graduate of Skyline High School of the OUSD my life experience, success, failures, and accomplishments are all closely related to my upbringing in Oakland. My Grandfather was the 1st black man to buy our 1st family home in Oakland on 54th Street. My family legacy of being a proud and productive Oakland residents and members of the community has continued to be a driving force in my life and spirit allowing me to overcome past mistakes leading to felony convictions through participating and excelling in local workforce development programs that allowed me to further my career in Construction Management through hard work, dedication, and education. I received my Professional Certificate in Construction Management from UC Berkeley Extension graduating with a 3.7GPA. Since 2008 I have worked on and oversaw various high profile Government funded Construction projects totalling in the Billions in contract value including The Laguna Honda Hospital Replacement Project, BART's Earthquake Safety Programs - Transbay Tube Retrofit and West Oakland Station Projects, and Muni's Central Subway Project to name a few. I am passionate about serving and bettering my community through service. And look forward to serving in any and all capacities I am deemed qualified for. Thank you for the opportunity and your time and attention in regards to this matter. I hope to hear from you soon. Best Regards, Brandon Hemphill

Please submit your resume or curriculum vitae. You may upload a document. (A Word format is preferred.) Alternatively, you may paste the text of your resume in the field provided below.

[Brandon-Hemphill_2_.pdf](#)

Upload a Resume

Please paste the text of your resume or curriculum vitae below.

Please click the acknowledgement below.

Service on City of Oakland boards, commissions, and committees may require filings of the FPPC's Statements of Economic Interest (Form 700). Upon appointment and determination of filing status, I will comply with all filing obligations.

I Agree *

Brandon Hemphill



Work Experience

Public Works Inspector

4Leaf, Inc - Pleasanton, CA

September 2023 to November 2023

- Mid-Peninsula Water District Improvement Project: Phase I
- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and specifications.
- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Risk, safety, quality, and time management.

Construction Field Inspector

Acumen Building Enterprise, Inc. - Oakland, CA

May 2022 to September 2023

- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and specifications.
- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Train inspectors in inspection, construction/contractor management, and daily reporting best practices.
- Risk, safety, quality, and time management.

Program Manager Facebook

Insight Global, LLC - Menlo Park, CA

June 2021 to May 2022

- Program/Project Management for FB's Global FacOps Support Team.
 - Closeout Management coordination of final deliverables/project turnover to be provided to owner per contract and for the effective operation of constructed facilities.
 - Research and analysis of systems, programs, & SOP's to improve performance of teams, systems, traceability, information sharing, and global acceptance and application.
 - Team management. Oversight and engagement with 3rd party consultants responsible for specific SOW's and projects per contract language.
 - Process Improvement
 - Peer 1:1 and Team Training/Onboarding:
- Project Team of 5 hired for high paced short-term contract to assess effectiveness and efficiency of Document Management System used from Construction Design phase to Project Closeout phase.

Business Manager

ET Services, LLC - Atlanta, GA

October 2018 to June 2021

- Creation of marketing plans and materials.
- HR Management: interviewing, recruiting, training, and development.
- Contract and Project Management
- Technical Support as needed
- Attendance of Pre-Bid Meetings and Site Walks
- Team Building
- Identification of Bid Opportunities

Lead Construction Field Inspector

Metropolitan Atlanta Rapid Transit Authority - Atlanta, GA

October 2018 to June 2020

- Provide oversight and coordination of construction and engineering activities.
- Create and submit computerized daily reports detailing project progress, contract drawings and specifications.
- Provide quality control of contractor installations and project deliverables.
- Provide senior management with accurate and timely status updates outlining performed and completed work, scheduled work yet to be performed, and issues within the field.
- Review contract drawings and specifications to ensure accuracy and compliance in field installations.
- Provide accurate generation and maintenance of redline contract drawings.
- Lead daily meetings detailing contractors' scope of work, plan of action, safety risks and measures to be taken.
- Communicate with project engineers, resident engineers, architects, and contract administrators regarding work in the field.
- Train inspectors in inspection, construction/contractor management, and daily reporting best practices.
- Risk, safety, quality, and time management.

LTE Cell Site Lead Technician

Infinity Construction Solutions - Burford, GA

July 2018 to October 2018

- Acted as the Lead Technician on a 2-person crew installing Mini Macro Sprint Sites.
- Coordinated daily site work.
- Daily Document Control and Quality Control of Tech Site Work.

- Worked on installation, integration, and commissioning of Mini Macro Sites.
- Worked on pole setting and installation of Omni Antenna, UE Relay, Radio, Raycap, and power meters on both wood and metal utility poles.
- Provided troubleshooting of equipment at the direction of Sprint's CIC Support Team.
- Purchased inventory of tools and equipment for site work.
- Provided senior management with accurate and timely status updates.
- Installation, commissioning, and integration field training for newly hired Technicians to ensure proficiency of field force.
- Worked on proper routing and termination of Fiber(SM, MM, and POF), Coaxial, Cat 5, power, and grounding cables.
- Reviewed construction drawings for material takeoffs and the creation of accurate installation plans of specified equipment.
- Set up sites according to traffic and safety plans.

Project Manager/LTE Cell Site Lead Technician

Capital Commitment Solutions - Washington, DC

September 2017 to July 2018

- Managed a 4-person crew for the Nokia Airscale Project.
- Coordinated OJT and daily site work.
- Prepared daily Document Control and Quality Control of Tech Site Work.
- Worked on installation, integration, and commissioning of Nokia Airscale FSM4 and SMM Equipment in Cellular Base Transceiver Stations.
- Worked on the removal and decommissioning of ALU BBU LTE Equipment.
- Purchased an inventory of tools and equipment for contract work.
- Provided senior management with accurate and timely status updates.
- Trained newly hired Technicians to ensure proficiency of field force.
- Handled proper routing and termination of fiber, backhaul, alarm, grounding, and power cables.
- Coordinated alarm testing at the direction of bridge/NOC to ensure equipment functionality.

Acquisitions Manager

HomeVestors Housing Helpers LLC - Fort Collins, CO

September 2016 to September 2017

- Provided customer outreach and appointment scheduling.
- Conducted property walkthroughs to determine necessary repairs and create estimates.
- Recorded pictures and repair estimates using ValuChek. Years of Experience
- Established relationships with real estate professionals, contractors, and other investors.
- Ran comps to determine ARV's of properties and generated offers.
- Posted ads online to generate interest in properties for sale and build buyer's list.
- Managed renovation projects involving multiple trades.

Assistant Project Manager/Skilled Trades Technician

Complete DKI - Pensacola, FL

November 2015 to September 2016

- Initiated customer contact for damage assessments and scope of work recommendations.
- Drew blueprints to show source and extent of damage for use by estimators in Xactimate.
- Created demolition and remediation plans for affected areas.
- Set up and monitored remediation equipment including, air movers and dehumidifiers.
- Organized and created inventory systems used in warehouse.

- Reviewed blueprints and ensured that construction was performed according to project plans.
- Provided finish work including, carpentry, flooring, drywall, electric, and plumbing.
- Provided contract management including, subcontractor selection, bid-walks, review of estimates, and quality control.

Project Manager/Lead Technician

Next Level Media Group - Barberton, OH

January 2013 to November 2015

- Handled contract administration.
- Developed file indexing system and SOP's for administrative and field use.
- Managed field personnel and techs for various projects.
- Coordinated in-class training, OJT, and daily site work.
- Provided document control and quality control of technicians' site work.
- Purchased an inventory of tools and equipment for contract work.
- Updated schedules and progress trackers.
- Conducted daily logging and recordkeeping of completed work.
- Submitted closeout packages according to contract specifications.
- Led Team Building and Field Force Safety meetings.
- Coordinated site access with clients for surveys, equipment delivery, and construction.
- Confirmed build-out packages with site acquisition and construction.
- Monitored and tracked work order submissions.
- Coordinated site walkthroughs and contractor deployment to ensure forecast and deadlines were met.
- Managed construction build-out and verification of construction according to COP.
- Compiled and documented work for project deliverables.
- Provided senior management with accurate and timely status updates.

Document Control Administrator

Cornerstone Transportation Consulting - San Francisco, CA

June 2012 to January 2013

- Worked on BART Warm Springs Extension Project valued at \$890M.
- Processed, filed, and logged all incoming and outgoing paperwork using Wong CMS.
- Tracked change orders.
- Coordinated the submittal and RFI approval/response process.
- Documented Inspector's Daily Reports by tracking daily work and progress.
- Shadowed Inspectors.
- Maintained As-Built Drawings.
- Provided general administration work as required.

Document Control Administrator

Cornerstone Transportation Consulting - San Francisco, CA

June 2010 to June 2012

- Worked on the BART West Oakland Station Earthquake Safety Program valued at \$45M.
- Processed, filed, and logged all incoming and outgoing paperwork using Wong CMS.
- Tracked change orders.
- Coordinated the submittal and RFI approval/response process.
- Documented Inspector's Daily Reports by tracking daily work and progress.
- Shadowed Inspectors.
- Maintained As-Built Drawings.

- Provided general administration work as required.

Front Desk Administrator

Cornerstone Facilities Consulting - San Francisco, CA
January 2008 to January 2010

- Managed front desk operations for the Laguna Honda Hospital Replacement Project valued at \$410M for the City and County of San Francisco.
- Supervised front desk administrative staff (3 employees).
- Processed, filed, and logged all incoming and outgoing paperwork using Turner Talk.
- Created SOP's for front desk administration personnel.
- Provided administrative support for project team.

Education

Professional Certificate in Construction Management

UC Berkeley Extension - Berkeley, CA
January 2010 to October 2018

Skills

- Construction Project Management
- Scheduling
- Administrative Management
- Contract Management
- Estimating
- Inspections
- Xactimate
- Document Control and Administration
- Contract Drawings and Specifications
- Contract Management
- ValuChek
- Turner Talk
- Administrative Management
- Microsoft Project
- Negotiation
- Document Management Systems
- Construction Management
- Program management
- Project management
- Kaizen

Certifications and Licenses

OSHA 10

OSHA 30

APPROVED AS TO FORM AND LEGALITY


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR KEVIN JENKINS

**RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF
BRANDON HEMPHILL AS A MEMBER OF THE COMMISSION ON
AGING**

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 9921 C.M.S., adopted May 13, 1980, and amended in 1985 by Ordinance No. 10561 C.M.S., in 1989 by Ordinance No. 11081 C.M.S., and then in 1995 by Ordinance No. 11773 C.M.S., establishes the Commission on Aging to advocate for the elderly and serve as an advisory Board to the Department on Aging; and

WHEREAS, the Commission on Aging consists of eleven (11) members serving not more than two consecutive three-year terms; and

WHEREAS, the Honorable Mayor Kevin Jenkins has appointed Brandon Hemphill to serve a three-year term, subject to confirmation by the City Council; now therefore be it

RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor’s appointment of:

Brandon Hemphill, to the Commission on Aging to serve a three-year term that began on September 2, 2022 and ending on September 1, 2025, filling the vacant seat previously held by Tydia Hill.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROWN, FIFE, HOUSTON, KAPLAN, RAMACHANDRAN, UNGER, AND
PRESIDENT PRO TEMPORE GALLO

NOES –

ABSENT – COUNCIL PRESIDENT JENKINS (serving as Mayor pursuant to Charter Section 303)

ABSTENTION –

ATTEST: _____
ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California

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