



Job Description

Job Title: Foreman
Department: Construction
Reports To: Project Superintendent
FLSA Status: Non-Exempt
Physical Strength: (H) Heavy

Prepared By: Xenium
Prepared Date: February 2017
Approved By: Ben Wiley
Approved Date: September 12, 2017

SUMMARY

The Foreman position is responsible for directly supervising and coordinating the activities of temporary labor, including but not limited to carpenters, masons, laborers, etc., and performing supervisory and management functions related to job safety, security, housekeeping and material handling. The Foreman also engages in the same construction trades work as the workers being supervised.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Performs labor on jobsite with temporary workers including general carpentry, housekeeping, safety, site security, material handling, forklift operation, quality control, sub-contractor parking, and other projects as needed.
2. Oversees and coordinates the work of temporary labor and sub-contractors on projects.
3. Assists Superintendent with Site Coordination of Subcontractor's, materials, and deliveries.

JOB DUTIES

- Recognizes and communicates to Superintendent and/or Project Manager any priority projects or problems, such as temporary labor and material needs and safety or security concerns.
- Manages site appearance, clean up and maintenance.
- Reviews and becomes familiar with all filed Pre-Task Plans and ensure proper safety procedures are followed, brings problems to the attention of the Superintendent, Safety Director or HR Manager.
- Reviews and verifies temporary labor time sheets and submits to Superintendent for approval; ensures that hours are assigned properly.
- Relates to the public and to customers in a professional, courteous and respectful manner, appropriately responding to their complaints.
- Follows Daily Foreman Procedures & Protocols as set forth in job orientations and trainings.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with clients and coworkers and including the ability to communicate effectively and remain calm and courteous under pressure.

- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises temporary labor when present on project. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

No education certificates or degrees required. A minimum of 6 years of Trade Experience is required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Has basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents. BlueBeam expertise is a plus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations; define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid driver's license is required for this position. OSHA 10-hour certification is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste and smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles and outdoor weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Employee Signature: _____

Employer Representative: _____

Date: _____
