

CONCRETE FOREMEN

Roles	Goals	Responsibilities	Skills	1 – 6 S E	Examples / Comments	Training Program
Foremen	<ul style="list-style-type: none"> • _____ Concrete jobs run effectively and efficiently • All _____ stakeholders view Concrete crews as efficient and knowledgeable • All sub-contractors and owners feel comfortable working with _____ Concrete crews • Master all skills that are part of a Concrete Foremen position 	<ul style="list-style-type: none"> • Consistently pre-plans work to be done • Full understanding of construction phases • Leadership qualities • Notifies proper people when equipment and tools are not operating correctly • Train, motivate, and mentor crew members on a daily basis • Jobs completed within estimated hours • Completes all necessary paperwork required for each job, including time sheets, equipment operators checklist, additional work forms, warning and disciplinary sheets and Daily SQP's • Enforces _____'s safety policies and procedures for the entire crew on a daily basis, completes weekly tool box talks 	<ul style="list-style-type: none"> • Full understanding of blueprint reading • Full understanding of spec and shop drawings • Full understanding of all equipment use and operations (listed below) • Full understanding of all tools required for each job and there use (listed below) • Full understanding of all safety equipment and there use • Properly complete any task required for the job • Be able to determine soil types and stability to build on when doing excavation. • Operate Total Station • Communicate with all stakeholders involved with the project • Safety Training in the following areas: First Aid/CPR Training, Bloodborne Pathogens, 10 hour OSHA Training course, Supervisory training including accident investigation, competent person etc., attend ABC safety conference once a year as specified by Safety Director • Teach and mentor when the situation presents itself 			
Tools & Equipment of the Trade	<ul style="list-style-type: none"> • Can effectively operate and use safely each tool and piece of equipment specified for my skill level • Safely maintain tools and equipment used by crew in good working order 	<ul style="list-style-type: none"> • Learn how to operate each tool in my skill level • Learn how to operate each piece of equipment associated with my skill level • Learn all the safety factors involved with each tool and piece of equipment • Make sure not to use any tool or piece of equipment not properly trained on • Teach others on the crew proper use of tools and equipment • Keep track of tools checked out to crew. Keep tools properly maintained and in good working order 	<p>Tools - Understand the proper operation of: Bull float Laser level Conv trowel Dual trowels Solo screed Mil core drill Soft cut saw G2000 Soft cut electric Palm grader Auger Palm roller Skil saw Sawzall Grinders Rotohammer Concrete vibrator Impact Concrete hopper Ground pounder Rebar cutter Power guard generator Stihl saw Power washer Electric pump Sprayers All basic hand tools such as hammer, tape measure, wrenches etc.</p> <p>Equipment: Aerial lift Forklift Skytrak Skidsteer Power Buggy</p>			

