

JOB TITLE: Field Foreman
REPORTS TO: Field Supervisor
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT: Roofing
LAST UPDATED: September 14, 2009

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Field Foreman of _____.

BASIC FUNCTION

The basic function of the Field Foreman is to lead the work crew to ensure projects are implemented efficiently, profitably and to the client's expectations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Complete daily logs by 8:30am each day for previous day.
- Submit weekly timesheet by Wednesday at 5:00pm.
- Submit purchase orders upon receipt of packing slip and delivery inspection.
- Maintain job progress to stay on schedule and provide a weekly update to Field Supervisor.
- Complete hazard assessments as necessary.
- Obtain safety documentation from Field Supervisor prior to project start-up.
- Report all accidents to Project Supervisor or Project Manager immediately and complete appropriate claim form. Turn in to safety department within 24 hours.
- Assign and monitor field associate and subcontractor tasks on a daily or weekly basis.
- Meet and maintain open line of communication with owner/tenant, architect, and engineer throughout direction of project.
- Keep project site clean and appearance professional daily.
- Create completion list weekly throughout construction project.
- Ensure associate vehicles, tools, and equipment are cleaned and maintained as they are being used, while also ensuring they are being operated by certified associates and following all DOT and OSHA regulations.
- Ensures proper signing in/out procedures are completed as equipment/material is used.
- Periodically inspect associate's personal tools for excessive wear and tear, and that they are in compliance with tool requirements quarterly or as needed.
- Maintain overall safety of all person(s) on job site daily including completing or delegating daily safety checklist and completing safety inspections.
- Inform associates of the location of first aid kits, fire extinguishers, MSDS's, egress routes, and emergency information.
- Ensures that all associates and subcontractors are utilizing all personal protective equipment appropriately.

- Ensures proper safety equipment and personal protective equipment is available, maintained, and inspected prior to use.
- Facilitate and lead toolbox talks weekly.
- Coach and assist associates in their career development to build skill levels within their position.
- Understand basic guidelines for human resource administration and implement as appropriate.
- Document associate positive and negative performance throughout the year as it occurs.
- Attend and participate in all required safety trainings.
- Ability and willingness to travel when required.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Provide coaching and mentoring to all associates to educate and build skills.
- Demonstrates respect for the differences between personalities and works toward consensus through positive teamwork.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

EDUCATION

- Required: High School Diploma or GED

LICENSING/REGISTRATION/CERTIFICATION

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards
- Preferred: Medical card
- Required: Completion of OSHA 30 Hour, First Aid/CPR, Forklift and Aerial certifications are required within the first year of employment.

EXPERIENCE

- Required: 5-8 years experience in commercial construction along with terminology used as a general contractor

SKILLS, KNOWLEDGE, AND ABILITIES

- Obtain personal hand tools for daily use.
- Fluency with tools used in various trades.
- Knowledge of the general construction industry, OSHA regulations, and the sub trades.
- Ability to communicate with Project Managers, Project Supervisors, owners, subcontractors, field associates, and affiliated companies.
- Ability to perform tasks and follow directions assigned by the Project Supervisor accurately and within the specified timeframe.
- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.

- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Computer knowledge, mathematics, business writing, organizational, technical, human relations, and conceptual skills to manage projects.
- Ability to take pride in servicing the customer and having a strong commitment to safety.
- Ability to motivate others and create personal value within a team.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to work in stressful situations.
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Field Foreman's job.

While performing the responsibilities of the Field Foreman's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones. Must be able to elevate to heights of 30 feet or higher and lift 75 pounds or more.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Field Foreman may encounter.

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Field Foreman's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.