

Foreman

Reports to: General Superintendent
Date: 10/01/09

Department: Production Department

Job Function: Under direct supervision, directs and coordinates the carpentry, concrete and labor crews while performing the following duties:

Duties and Responsibilities:

1. Directs and supervise onsite _____ personnel to ensure work is properly and safely performed. Reports to and works with the Project Supt. to forecast crew size needed to perform on schedule and within estimated man hours. Maintains performance records and assists in annual performance reviews. Completes all necessary paperwork/documentation as directed. Enforces company policies and procedures.
2. Participates in the development of the job schedule; has total knowledge of the schedule. Updates the job schedule as agreed upon with the Project Manager and tracks performance against the project schedule.
3. Reviews all material specifications and purchase orders, subcontracts and schedules. Coordinates all activity with subcontractors. Is completely familiar with requirements for box-outs, sleeves, site access and building access. Anticipates needs and coordinates delivery dates for all materials. Involved in scheduling discussions with the Project Supt.
4. Strictly enforces all jobsite safety requirements as defined by our Safety Program, OSHA, HAZCOM, and insight from the _____ Safety Director. Conducts weekly Tool Box Talks with all field personnel. Maintains a clean and orderly jobsite.
5. Is familiar with all equipment owned by _____. Understands and follows jobsite maintenance procedures. Reviews construction procedures with the General Superintendent to decide on proper equipment needs.
6. Ensures a high quality product is attained. Maintains a critical “watch dog” attitude on performance quality of all labor and subcontractors. Follows all procedures in the Quality Management Program.
7. Helps the Project Supt. maintain all necessary jobsite paperwork, including but not limited to: a) Comprehensive daily log; b) Delivery tickets (verifies deliveries and submits tickets to the office weekly); c) Field work orders; d) Timecards; e) Plans, specs and shop drawings; f) PO's and subcontracts; g) Asbuilts; h) Project photos.
8. Works with the Owner and Architect of the project in a professional manner. Work consistent with plans, specifications and good judgment. Creates a positive, professional, friendly environment.
9. Ensures project is constructed in accordance with design and within budget, to be turned over to the Owner on the scheduled date of completion
10. Performs other related duties as assigned or requested.

Education: High School diploma or equivalent.

Preferred Education: Associates degree.

Minimum Experience: 3 years field experience.

Preferred Experience: 5 years field experience.

Attributes: Organization Skills Flexibility
Good Judgment Adaptability
Communication Skills Time Management
Focused Dependable
Thorough Consistent
Attention to Detail Attentive Listener
Results Oriented

Administrative Skills: Strong organizational skills.
Ability to communicate effectively with all levels.
Ability to follow policy and procedures.
Ability to exercise independent judgment.
Ability to function in a high paced environment.

Machine Skills: Computer, telephone, copier, fax.

Working Conditions: Physical effort (up to 80 pounds).

Physical Demands: Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.

Physical Strength: Physical work. Frequent lifting/carrying up to 80 pounds.

Vision Requirement: Ability to adjust vision to bring objects into focus.

Math: Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple construction calculations.

Communicate: Ability to represent the organization in a professional and positive manner.

Contacts: Exchange information with employees, co-worker, subcontractors, vendors and customers.