

## POSITION DESCRIPTION

Position: Foreman

Report to: Construction Manager[s]

Subordinates: Laborers, Operating Engineers, Welders and Subcontractors

Profile: Supervise and coordinate site personnel and subcontractors that pertain to a specific site or sites, reporting of site activities and managing the quality, quantity and safety of all processes

Duties and Responsibilities:

- Placement of orders, receive and distribute materials necessary for current and future work within the project [Material Control]-these orders should be correct amounts, not to be overly excessive in an attempt to reduce waste [Cost Control]. **When multiply foremen are on the same project, a detailed discussion with CM should occur frequently to determine who is to place the order for similar materials**
- Maintains safety within the project for both employees and subcontractors/vendors that adheres to the Company's Safety Policy and Industry standards including, but not limited to OSHA regulations and Client [Safety Control]
- Relays information of necessary repairs needed to all equipment on the project [Maintenance Control]
- Plans for and communicates necessary equipment and workforce for a minimum of 1 week in advance – Job Preparation, prioritization of task in a productive manner
- Reviews and interprets plans, blueprints and sketches of intended project and builds to specifications
- Communicates to crew members necessary shape up for following day, or changes in original anticipated daily work load, such as location or rain outs [this includes existing crew members or changed crew members]
- Review and process subordinate evaluations
- Planning of daily activities and effective communication to crew members
- Prepares proper reporting of daily employee time[compensating employees at the proper pay rate for the process they completed in conjunction with union agreements] and project items completed
- Documents daily information into log book
- Identify current and/or possibly problems, alleviate quickly and safely as possible
- Provide guidance and training to subordinates
- Understanding of cost as it relates to all facets of labor, material and equipment and how it effect the bottom line
- Adhere to Code of Conduct-Employee Handbook
- Take Ownership of project
- OSHA 10 or 30 hour [the higher of the 2 provided by local union 172/472], as well as Excavation safety, Haz Mat, Confined Space Entry, First Aid/CPR [these are liable to change as the work changes