

Job Description – Foreman

Classification - exempt

Salary Grade/Level/Family/Range – based on experience

Reports to – Superintendent

Specific Responsibilities:

- Responsible for monitoring the employees on a crew that are working on heavy highway, utility and new construction jobs.
- Responsible for managing material, man hours, equipment maintenance and leading crews in a safe and efficient manner.
- Responsible for oversight of safety programs for all site operations in which they are involved. Ensure all employees wear appropriate PPE and all safety communication is performed in a timely manner.
- Responsible for accurate and timely reporting of man-hours and field costs.
- Manage equipment, vehicles, tools at a job site.
- Responsible for prevention of theft at the jobsite

Competencies:

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| Scheduling | Able to manage work load based on priority and weather. |
| Material Ordering | Communicating in advance with the material vendors how much and what material is needed to support the work you have scheduled for a given day. |
| Equipment Mobilization | Communicating in advance with the truck supervisor, what equipment is needed and where to perform the scheduled work. |
| Employee Supervision | Responsible for communicating and directly supervising laborers and operators on your scheduled jobs including lunch and overtime. Also, communicating with Superintendent your recommendations for wage increases or decreases, layoffs, hiring, termination and/or any disciplinary issues. |
| Equipment Maintenance | Able to schedule and or delegate regular maintenance on equipment assigned to your crew including greasing, oil changes, tires, brakes etc including your take home truck. |
| Paperwork | Timely submittal of all daily time sheets, fuel tickets, asphalt or rock tickets including house charge accounts and out of pocket expenses. Detailed notes are to added daily to the Foreman's log book. |
| Safety | Responsible for weekly job site safety meeting (toolbox talks) and ensure that all employees are utilizing personal protective equipment daily. |

Job Description – Foreman

Foreman are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment