



## **Job Summary**

A Foreman is responsible for assigning and monitoring the work of the crew to ensure that the tasks are performed according to specifications, plans and approved material submittals.

## **Reports to**

General Superintendent, Superintendents

## **Key Communication Partners**

Superintendent, Project Manager, Project Engineer, Area Manager, Safety and Training Manager, Human Resources Manager, Dispatcher

## **Supervises**

Tradespeople within crew

## **Typical Duties**

- Aggressively focus on delivering the highest possible level of quality on all projects. Assure quality control and workmanship for assigned construction activities.
- Maintain close working relationships with the Superintendent and Project Manager to ensure proper coordination of the project. Preplan work activities with the PM/Superintendent to develop the best means and methods, including safety action plans.
- Discuss potential “problem areas” early in the process and develop strategies to overcome obstacles.
- Manage and maintain thorough knowledge of scheduled activities.
- Take responsibility for crew performance as related to company goals and safety audits.
- Conduct Daily Jobsite Hazard Analysis, take photo of Daily Job Hazard Analysis and Sign-In and attach in Heavy Job.
- Conduct “daily huddle” with the crew to review production goals, performance feedback, safety and schedule, and to solicit feedback from the workers.
- Conduct and document Weekly Tailgate Meetings.
- Ensure that the company safety program is enforced at all times. Ensure safety compliance with all predetermined, communicated safety guidelines for all field personnel under your supervision; promote Safety Buck program.
- Maintain a clean and safe jobsite. Ensure that the Daily Equipment Logs are completed and turned in to the PM daily.
- Complete and submit all required safety documentation. Report accidents and jobsite incidents to the Safety and Training Officer or Safety Administrator immediately; submit a written Accident Report within 24 hours.
- Ensure that proper safety equipment is available and used correctly by all field personnel. Assure appropriate use, repair and maintenance of project equipment.
- When results are not as expected, take responsibility and make changes to improve the results.
- Develop defined activities for specific scopes of work.

For comments or revisions contact LaNelle Bergen at [lbergen@mandhcorp.com](mailto:lbergen@mandhcorp.com)

Rev 02/2018



- Communicate and document daily construction activities including site conditions, main items of work performed, materials delivered, trucking utilized, subcontractors on site, Cost Coded time for all labor and equipment utilized and any significant problems or concerns that effect the operation of the project or company as a whole. All Diary and Time Card information to be submitted for approval by 8:00 AM the following working day.
- Maintain photographic documentation of the project conflicts, issues and progress.
- Report issues and delays to the PM/Superintendent as they are discovered.
- Communicate and coordinate with the onsite owner and subcontractors-representatives as necessary to ensure proper sequencing.
- Plan ahead to ensure that all resources tools, materials, equipment and layout information are on the project site when needed.
- Daily set-ups in to dispatch on time.
- Accurately complete the paperwork required by the foreman position on a daily basis. (Daily Log and timesheets, delivered material and trucking tags, extra work documentation, accident reports and credit cards statements etc.) Make sure to submit it to the Project Manager on time.
- Properly charge labor and equipment to the jobs with proper understanding of costs codes.
- Prevent re-work by ensuring work is performed correctly the first time.
- Maintain positive and continuous communication with M&H personnel, project owners, client contractors and other trade representatives on the job-site.
- Perform work with integrity and dependability.
- Be committed to meeting or exceeding the customer's expectations.
- Internally help foster an efficient productive environment with co-workers.
- Reward and recognize others for their contributions to the company.
- Mentor and train field personnel under your supervision and help them to develop the skills and techniques that promote professional development.
- Maintain a positive image with the general public at all times.
- Maintain current certifications for CPR/First Aid, OSHA 30, Asbestos Cement Pipe (Underground Foremen), Harassment Prevention for Supervisors, Competent Person Trenching and Shoring and Confined Space Entry/Rescue and any other certifications necessary for type of work performed.

## Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: High School Diploma or GED preferred; seven or more years progressively responsible related field experience and technical expertise as a tradesperson  
Language Skills: must be able to read and write in English; Spanish helpful but not required  
Mathematical Skills: basic math, plan reading and the ability to calculate tonnage, volume and area  
Reasoning Ability: apply common sense understanding to carry out multiple step instructions. Deal with standardized situations with occasional variables



Computer Skills: must be able to learn and use various computer programs

Certificates, Licenses, Registration: CA driver's license and a clean driving record