 YOE INDUSTRIAL SERVICES Complete Construction From the Ground Up	Yoe Concrete Industrial Services		Pg. 1 of 2
	Job Description – Foreman	Rev: 02 12/01/20	

Classification: Hourly

Reports to: General Superintendent

Summary/Objective:

The job site foreman provides leadership and is responsible for but not limited to: job site safety, scheduling, workforce planning, coordinating, supervising, and assisting in cost control. The job site foreman is a key participant in the relationship with the contractor, other contractors, company, and clients. Successful foreman will possess a solid work ethic, be a role model who leads by example, able motivate and mentor crew members, and takes responsibility with integrity and honesty.

Essential Functions:

I. Work crew leadership


- Participates in and monitors “safety tool box meetings”
- Ensures timely responses, actions, and corrections to any safety issues/needs
- Orders manpower as required through the General Superintendent
- Communicates with the General Superintendent regarding all aspect of the job
- Assigns daily crew tasks
- Recognizes, addresses, and resolves issues as they arise on the job site
- Reviews and tracks weekly job cost and production along with General Superintendent
- Identifies needs and deficiencies in the look ahead plan/schedule and communicates with the General Superintendent
- Ensures crew compliance with project policies and procedures
- Works with the crew to overcome work challenges with effective problem solving and conflict resolution skills
- Identifies, verifies, and reports any scheduling conflicts with other crews and contractors to the appropriate personnel
- Communicate and coordinate with other trades to avoid and resolve job site conflicts
- Leads crew in productive manner
- Effectively communicates orally and in writing with good comprehension
- Possess team building skills
- Assesses crew skills to be able to coach and teach

II. Quality Control

- Accountable for ensuring that work completed meets and/or exceeds company standards
- Responsible for implementing work processes to improve productivity and product quality
- Oversees the execution of work including quality and production by ensuring crew work to the job specifications and follow drawings
- Review quality and coordinate resolution to any deficiencies

III. Knowledge, Skills and Attributes

- Experienced and comprehends project construction scope and objectives
- Company and project safety programs and objectives
- Working knowledge of collective agreements and company policies
- Read drawings and interpret specifications
- Strong knowledge of scheduling and planning
- Knowledge of administrative tools and systems (company reports and applicable paperwork)

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IV. Other duties as assigned by the Vice President and/or the President

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies

- Communication Proficiency
- Leadership
- Mathematical Skills

Recommended Education and Experience

- High school diploma/GED
- Five (5) or more years experience as a qualified competent lead person
- Computer skills
- Basic first aid training
- 10-Hour OSHA Training
- MSHA Part 46 Training

This job description has been approved by all levels of management:

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____