



FOREMAN RESPONSIBILITY

OVERVIEW:

This role is responsible for the supervision and coordination of site personnel and subcontractors, the reporting of all relevant site activities and managing the quality of work performed.

A strong people/supervision skill together with an ability to communicate effectively with others at all levels is important, as are sound planning and organization skills.

The Foreman will also be required to use their own initiative and apply a deductive approach when maintaining productivity and cost effectiveness.

Reports to:	Project Manager
Crew:	Leading Journeymen Journeymen Apprentices
Critical Responsibilities:	Site supervision Safety Quality control Employee & Sub-Contractor Management

SITE SUPERVISION:

Duties:

1. Ensure the daily progress of all work is performed in accordance with the drawings and specifications.
2. In conjunction with the Project Manager, plan and review overall status of project(s) on an ongoing basis.
3. Ensure all site resources (labor, machinery, materials, subcontractors, etc.) are effectively utilized and monitored in order to achieve timely completion of project.
4. Ensure the Shop Attendant is provided with sufficient notice when equipment is free to go to another site or back to the office.
5. Upon completion of task, ensure all appropriate rented equipment is promptly off rent.
6. Ensure the Project Manager is promptly provided with any relevant documentation received from either the client or authorities.
7. Identify and record any possible variations to the contract, ensuring the Project Manager is promptly notified.
8. Each Monday **before 10:00am** ensure all timesheets for relevant site personnel are provided to the office.
9. Ensure Daily Logs are completed at the completion of each day, accurately recording the day's events.
10. Set goals daily/weekly to measure production.



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SAFETY:

Duties:

1. Needs to have working knowledge of the company's Safety Program, ensuring all site personnel adhere to them at all times.
 2. Ensure the appropriate safety equipment is inspected and worn by site personnel at all times.
 3. Notify the Project Manager regarding any unsafe or potentially hazardous situations on site.
 4. If injured, all employees are required to adhere to and actively participate in the Company's Rehabilitation Policy and Procedures.
 5. Must have scheduled Tool Box Talks weekly and completed through Procore every week.
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QUALITY CONTROL:

Duties:

1. Must have full understanding and working knowledge of the company's Quality Control Guidelines, ensuring all site personnel adhere to them at all times.
 2. Prior to the commencement of work, you must have a full understanding of the relevant project specifications and drawings.
 3. Monitor all work against specifications to ensure the continuing quality and accuracy of work performed.
 4. Notify the Project Manager of any defects, mistakes, errors, or variations identified in the specifications or drawings.
 5. Review all pending and approved submittals for accuracy.
 6. Review all purchase orders at start of project to confirm lead time and quantities.
 7. Collaborate with CAD coordinator as needed.
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EMPLOYEE & SUBCONTRACTOR MANAGEMENT:

Duties:

1. Make self available as coach/mentor in assisting Apprentices to develop in their positions.
2. Ensure that relevant information is communicated to employees & subcontractors enabling them to effectively carry out their functions.
3. Delegate tasks to crew in line with skill, knowledge and ability, and where necessary identify skill gaps and training requirements.
4. Monitor the progress of subcontractors in order to determine suitability for future work.
5. Ensure all reasonable steps are taken in order to achieve set goals within the organization at all times.



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PAPERWORK:

- As-built drawings are to be kept up to date.
 - Review timesheets for accuracy (due Monday before 10:00am).
 - Email copies of receipts (in PDF Form) for reimbursements. Payment is made when receipts are received.
 - Review Project Monthly Labor Report.
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AUTHORITIES:

- Company Vehicle (refer to Company Motor Vehicle Policy)
 - Lap Top – Keep open and on Thursday nights for IT updates
 - Mobile phone
 - iPad
 - Field iPads
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PROCORE:

- Connect iPads (and Field iPads) to Wifi regularly for updates daily
 - Blank Lookahead Reports for all projects. (previously 'Two Week Lookahead')
 - Inspections
 - Photos – Take photos of overall site progression (daily or as work progresses).
 - T & M tickets must be filled out adequately and emailed after completed.
 - RFIs must be written clearly and to the point.
 - Any observations sent must be completed in a timely fashion.
 - Review the Documents tab for access to PO's, Processes, and How-Tos.
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COMPANY VEHICLES:

- Operators of company vehicles are responsible for safe operation and cleanliness of the vehicle.
- Accidents involving a company vehicle must be reported to your manager immediately.
- Employees are responsible for any moving and parking violations and fines that may result when operating a company vehicle.
- Company vehicles may only be used for job-related travel.
- The use of seat belts is mandatory for operators and passengers of company vehicles.



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I have read and understood the outlined responsibilities and duties of my job. I undertake to carry out these responsibilities and duties or any other duties and responsibilities as requested to the best of my ability.

Project Manager:

Foreman:

Print: _____

Print: _____

Signed: _____

Signed: _____

Date: _____

Date: _____