

**Job Description: Foreman**

Reports To: Superintendent

Educational/Experience Requirements:

To be successful in this role the ideal team member must be able to perform each essential task safely and efficiently. Minimum of 2 years of relevant work experience in leading a small team or crew is required for the Foreman position. Foreman should be extremely proficient in reading and understanding blueprints, shop drawings and other contract documents for the purpose of building within spec.

General Requirements:

Foreman should have a Valid Drivers License and be capable of driving a company truck as well as pass a DOT Physical to allow them to tow trailers and equipment. A Harbinger Foreman will display a willingness to accept responsibility for team performance as well as be an individual who leads by example and exhibits a high level of professionalism. This individual will be expected to be able to operate his crew independently without direct supervision from a Superintendent, as well as on a team with other Foreman working under a Superintendents direction. Foreman are also expected to have a positive impact on our organizational culture as well as engage the member of their teams to meet big picture goals. All team members are expected to exemplify the organizations Mission, Vision and Values at all times, both on and off the clock but as a leader in the organization our Foreman will be the behavioral example for their team members.

General Responsibilities:

1. Have mandatory personal tools, per the tools list, at all times on the jobsite.
2. Wear mandatory PPE at all times, including but not limited to Hard Hat, Safety Glasses, Hard Soled Boots, High Visibility Shirt or Vest, Leather Gloves when tying rebar and Rubber Coated Gloves and Rubber Over Boots when placing concrete.
3. Must be able to lift a minimum of 75 pounds frequently.
4. Must be knowledgeable in all company policies and enforce those policies within their team.
5. Must be present and ready to work for all required shifts, including any required overtime and weekends.
6. Must be able to do basic construction related math as well as geometry required for layout.
7. Must learn and comprehend general requirements related to OSHA Silica Standards.
8. Must understand and report potential safety hazards related to our work and work environment.
9. Must understand and actively exhibit leadership towards all company specific policies and practices related to safety, including but not limited to daily Stretch N Flex program and weekly Tool Box Talks.

10. Must have an in depth understanding of the materials and accessories we use on a daily basis.
11. Must perform and direct general clean up on a daily basis of all jobsites, equipment, trucks and shop as directed by supervisor.

Foreman Specific Tasks Required:

Foreman will be responsible for the overall safety and performance of the individuals on their crew, and in the absence of a superintendent, for the overall performance of their projects. Foreman are expected to actively participate in company provided or sponsored ongoing training opportunities as well as train and develop those individuals on their team. They will also serve to communicate and lead their team members towards organizational goals as well as project specific goals and requirements. This individual will directly communicate with Harbinger Superintendents and Project Management as well as customers so a focus on effective communication is required. The specific daily tasks are outlined below, but this should not be considered a comprehensive list and all Foreman should expect to do whatever it takes to meet the goals of the project and the organization:

1. Must be advanced in all Concrete Tradesman tasks, Tier 1 through Tier 3.
2. Must be proficient and knowledgeable in all Concrete Finisher tasks, Tier 1 and Tier 2.
3. Must have a Valid Driver's License
4. Must take responsibility for Crews daily performance.
5. Must be OSHA 10 certified, or get certified within 120 days of accepting role.
6. Must be effective at leading teams of 3 to 6 people to complete group tasks.
7. Must be capable of anticipating material needs for their work 2-4 days in advance and communicating those needs to their Superintendent or Project Manager.
8. Must be capable of anticipating labor needs for their work 2-4 days in advance and communicating those needs to their Superintendent or Project Manager.
9. Must assure all tools and equipment are in good working order and ready for the work they are needed for each day.
10. Must hold crew members accountable to properly using and maintaining company owned tools and equipment.
11. Must be able to read and understand construction drawings with minimal assistance.
12. Must be effective at using survey equipment for vertical and horizontal layout.
13. Must be able to independently manage the time clock for their crew members in the absence of a Superintendent.
14. Must be able to independently complete all daily reports in the absence of a Superintendent, including but not limited to Daily Log, Daily Huddle, Purchase Orders, Additional Work Field Tickets and Weekly Production Videos.
15. Must maintain a professional appearance and demeanor.
16. Responsible for making sure Crew Truck is properly stocked, cleaned and organized as well as required services are performed at required intervals.
17. Responsible for training and mentoring crew members to reach their fullest potential.
18. Must effectively communicate in written and spoken English.
19. Must hold crew members accountable to meeting production and quality requirements related to project specific budgets and goals.
20. Must hold crew members accountable to appropriate standards related to the organizations Mission, Vision and Values.

21. Must have all required personal tools for your position, as outline by the required tools list.

All Foreman are required to own and bring to work daily and in proper functioning order, all required personal tools listed below; at a minimum but may be asked to acquire additional tools necessary to do their job effectively:

1. All tools required by the Tier 3 Concrete Tradesman list.
2. All tools required by the Tier 3 Concrete Finishers list.
3. Company provided iPad.
4. Binder or Clipboard to organize paperwork and receipts.
5. Construction Calculator.