



## JOB DESCRIPTION – FOREMAN

Qualified candidates should respond with a letter of introduction and resume to [hr@foushee.com](mailto:hr@foushee.com).

### **POSITION PURPOSE**

The Foreman needs to participate in and be knowledgeable about managing and building commercial construction projects. The Foreman is the leader of the field crew and provides support to the project Superintendent. A Foreman helps team members build relationships, promotes our Company's core values and helps provide an environment that benefits our customers and team members.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Be on the job at all times when all related construction work is taking place
- Plan ahead and organize daily activities for the crew in support of the Superintendent and the jobsite master schedule. Review of project specific shop drawings and submittals.
- Be second in command and responsible for all onsite activities of the project for quality, schedule, cost and safety
- Adhere to all company policies and insure all others under your supervision do the same
- Lead weekly safety meetings
- Maintain a positive Team attitude. Manage the needs of the crew and strive for maximum cooperation with all the trades.
- Attend Company events such as the Open House, company meetings, Holiday Party and other miscellaneous events held throughout the year. Also promote the attendance to other employees and encourage their participation.
- Attend at least one continuing education class per year. Consider the AGC STP classes.
- Lend support to the crew and assign key personnel to the tasks that require this level of talent
- Inform the Superintendent of those employees that deserve the recognition for their efforts. Be a Mentor for the future of the Company and future Foreman.
- Ensure that there is adequate Foushée supervision for all work including shift work and weekends. No supervision = No work performed.
- Be aware of and adhere to the Company Core Values: Our People, Our Customers, Integrity, Fiscal Responsibility and Innovative Practices

### **QUALIFICATIONS AND EXPECTATIONS**

#### **Personal Qualities**

- *Honest, Genuine, Trustworthy*
- *Leader*
- *Forward Thinker – ability to plan ahead*
- *Good communicator and listener*
- *Problem Solver*
- *Desire to learn and use technology – self improvement*
- *Organized*
- *Positive team attitude*
- *Passionate*

#### **Technical Knowledge**

- Proficient in building and site layout
- Proficient at Microsoft Project Scheduling
- Proficient use of Plan Grid
- Proficient at Foushée procedures for document management
- Ability to use Microsoft Word, Excel and Outlook

#### **Education**

- High School/Trade School/Apprenticeship
- Journeyman and/or Leadman
- Attend AGC STP Classes
- Seek other opportunities for education and training
  - Review approved curriculum at the local community colleges

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Company.*

***Founded on Principles. Forged in Relationships***