



Position : Foreman
Reports to: Owner & Project Manager

FLSA Classification : Non-Exempt
Date: Revised 04/2021

JOB DESCRIPTION

Summary/objective

The Foreman (Foreperson) will oversee and manage job site production, employees and ensure compliance with safety, quality, and quantity standards.

Supervisory Responsibilities:

- Trains and manages employees.
- Oversees the daily workflow and assignments of the team.
- Provides constructive and timely performance coaching.
- Recommends promotions and salary increases based on observed job performance through the employee annual review.
- Must be able to lead and manage one or more individuals on a project.
- Must be able to coordinate and schedule the various aspects of a project from beginning to end.
- Ensures that employees comply with applicable safety regulations, policies, and procedures.
- Responsible for the safety and wellbeing of entire team while on the job
- Must set a positive example in the areas of: Metcon' s Core Values, Metcon' s Mission & Vision, Metcon' Standards of Conduct and Metcon policies.
- Must conduct daily AM huddle with team.
- Responsible for administering employee attendance notifications.

Duties/Responsibilities:

- Must have mastered all the prerequisites for Laborer, Flatwork Finisher/Formwork Technician.
- Oversees the project/work site, ensuring safety standards are followed and quality work is being performed in a timely manner.
- Must follow, implement and train all quality standards
- Determines project requirements and procedures, and the required materials and workers, based on given project specifications such as blueprints.
- Performs daily walkthroughs of project/work site to confirm availability and use of proper materials and tools; recognizes and promptly addresses issues so that work can continue on schedule.
- Resolves problems and coordinates activities for the job through collaboration and communication with other management or technical staff and contractors.
- Performs other related duties as assigned.
- Performs advanced construction job duties including, but not limited to, those outlined below:
 - Coordinate's construction scheduling and acts as a liaison to project management, estimating, subcontractors, and suppliers.
 - Responsible for all materials and supplies, on your job.
 - Must fill out daily job reports daily and ensure entire team's time is accurately coordinated.
 - Must maintain all equipment on your specific job.

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- Must maintain company truck, truck stock and tools.

Required Skills/Abilities:

- Thorough understanding of or the ability to quickly learn production operations and machinery.
- Excellent supervisory and leadership skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of materials, methods, and tools used in projects.
- Ability to read blueprints and other reports outlining specifications.

License/Certification:

- Valid Driver License

Physical Requirements:

- Must be able to traverse worksite in different types of weather and bend, climb, stretch, reach, and lean to make inspections.
- Must be able to lift over 50 pounds at times.
- Some travel may be required.

Other duties

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.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

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

Employee _____ Date _____

We are an equal opportunity employer.

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