



JOB DESCRIPTION

Title: Foreman
Department: Civil
Reports to: Estimator/Project Manager
Revision Date: November 2018

Position Overview:

Reporting to the Estimator/Project Manager, the Foreman is responsible for overseeing civil projects onsite, including managing civil crews, inspecting work and progress, and resolving and/or escalating issues as required to ensure projects are completed in a timely and cost-efficient manner.

Key Responsibilities:

The key responsibilities of the Foreman include, but are not limited to:

- Accomplishing project by defining the scope and resources required
- Training and general management of all employees on the project
- Monitoring performance of sub-contractors and staff
- Tracking work progress
- Allocating and scheduling resources, materials, sub-contractors and other staff;
- Evaluating and implementing change orders
- Maintaining a professional relationship with clients
- Maintaining a safe, secure and healthy work environment by adhering to and enforcing safety codes and procedures, and complying with legal regulations. This includes holding tail gate meetings and site orientations
- Keeping detailed records of construction site activities

Qualifications:

Education, Training and Certifications

- Completion of Grade 12 education or higher
- Civil related courses or certifications considered an asset
- Expert knowledge of municipal infrastructure requirements
- Valid BC Drivers' license
- First Aid training preferred

Work Experience

- A minimum of 7-10 years' experience in progressive general construction roles
- A minimum of 5 years' experience supervising construction projects
- A minimum of 5 years' experience supervising, mentoring and managing staff

Skills and Abilities

- Ability to read and understand blueprints, schematics, and construction documents
- Understand proper safety procedures and recognition of hazards (WorkSafe BC requirements)
- Computer literacy including Microsoft Office (Word, Excel and Outlook)
- Ability to set priorities and exercise flexibility to achieve deadlines
- Able to manage multiple tasks simultaneously
- Strong leadership and people management skills
- Excellent communications and organizational skills
- Team building and collaboration with co-workers

Work Schedule:

The Foreman works full-time and is required to be available on short notice in the best interest of construction clients, including working outside of normal business hours including evenings and weekends. There are requirements to travel when appropriate and beneficial to their job responsibilities.

Working Conditions:

- Work is performed in an outdoor setting, which may result in exposure to extreme elements (e.g. humidity, and exposure to dust and asphalt, etc.)
- Use of Personal Protection Equipment is mandatory
- Must comply with the company's drug and alcohol testing requirements

Limitations & Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.