



Job Description – Foreman

Position Title:	Foreman
Reports to:	Division Manager (General Manager, Operations Manager or Construction Manager) or Superintendent
Number of Direct Reports:	Approximately 2-5 people, depending on the project
Wage:	\$XXXX – XXXX per hour, depending on skills and experience

Position Summary:

The Foreman role is responsible for managing workers and ensuring projects are completed on time.

Within the scope of his/her responsibility, the Foreman must be detail-oriented with good written and verbal skills, good interpersonal skills and the ability to work well under pressure. They must have sufficient working knowledge of construction drawings, architectural design and engineering. This position provides direction, guidance & exceptional leadership to staff on a daily basis.

Job Duties and Responsibilities

- Plan, coordinate and execute daily manpower requirements for the current day and week, keeping overtime to a minimum.
- Conduct daily shift meetings, communicating appropriate safety and operational messages, taking suggestions and answering questions.
- Manage work flows efficiently.
- Create and maintain production and transportation of contaminated materials schedules.
- Provide training, support and direction to employees to ensure understanding of and adherence to standard operating procedures (SOP's).
- Oversee quality control for processed contaminated materials.
- Conduct near miss, injury and collision investigations, completing corrective actions promptly and communicating resolutions broadly.
- Communicate with the Principals regarding possible issues impacting operations.
- Perform supervisory functions which include following up with staff while holding employees accountable through recognition & discipline.
- Adhere to applicable safety and environmental standards, regulations and company policies.
- Other duties as required.

- **Operational**
 - Oversee the collection and recording of statistical information for reporting purposes
 - Assist in the documentation and tracking of work orders.

- **Facility & Equipment**
 - Ensure compliance with industry, company, and sanitation standards, including making sure physical plant and transportation equipment is free from hazards and meets permitted requirements.
 - Participates in training, inspection, investigation and continuous improvement programs.



Educational and Technical Requirements

- Technical Certification, Trade certification or equivalent is preferred.
- Strong computer software (ie. MS Office) skills is preferred.
- First Aid and WHMIS certifications would be an asset.
- Must have a valid driver's license.

Experience

- Five years of progressive experience in the civil construction industry or similar role.
- Experience producing accurate reports within established deadlines.
- A minimum of two years of experience supervising teams and managing projects.

Physical Requirements

- Must be able to lift and control equipment and materials up to 50 lbs.
- Must be able to walk around project sites.
- Manual dexterity is required.
- Standing for extended periods.
- Bending, crouching, and kneeling.

Personal Attributes

- Driven by deadlines, and highly organized.
- Comfortable working within tight deadlines and adapting to changing priorities.
- Reliable, dependable, honest and trustworthy.
- Ability to independently and as part of team.
- Takes ownership and pride in accomplishments, tasks and projects.
- Ability to work in a safe and responsible manner.
- Superior attention to detail, critical thinking.
- Effective communication skills – written and verbal.

Leadership Qualities

- Develops and maintains effective working relationships across the company.
- Solutions focused with a positive attitude.
- Solid business acumen and project management skills; focused on executing the objectives of a project on time and on budget.
- Role models the outlined personal attributes for the team.
- Effective leadership skills; leads by example, mentors employees and works collaboratively with team members.
- Integrative thinker and excellent problem-solving skills.
- Strong work ethic, ability to multi-task in a high-pressure work environment.
- Attention to detail, organization skills.
- High initiative and self-motivation.
- Interactive team player.
- Excellent time management skills, ability to manage multiple priorities.
- Excellent communication and presentation skills (verbal and written).

Work Environment

- Fast-paced environment.
- Work under pressure.
- Working outside – exposure to the elements.

Compensation Package

We offer a highly competitive salary and incentive bonus plan together with extended medical benefits.