



# CONSTRUCTION FOREMAN

## JOD DESCRIPTION/TASK REQUIREMENTS

*Note: At Service West, we put our customers first and continually strengthen our partnerships through our employee's hard work, ingenuity and determination. Our 37-year history is a reflection of our collective efforts and focus.*

*We provide a team-family environment that promotes safety, personal growth, opportunities for advancement and professional achievement. Critical to our continued success is hiring and developing exceptional employees. We have high standards for our employees, with good reason. They represent Service West, our family, our brand, and our values to customers and our team members.*

**Basic Function:** Foreman will be responsible for making sure that all work duties within a production environment are appropriately coordinated and carried out as they should be. Responsibilities include planning, organizing, and supervising the construction of all buildings while supervising a crew and ensuring that all safety policies and procedures are followed.

**Specific Responsibilities and Duties include but are not limited to:**

### Construction:

- Coordinate and/or schedule the activities of construction workers.
- Assign work to employees, based on material or worker requirements of specific jobs.
- Plan work in an efficient and effective order, maximizing progress in a safe and timely manner.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures.
- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Locate, measure, and mark site locations or placement of structures or equipment, using measuring and marking equipment and / or lasers.
- Engage in open communication with the Superintendent and Project Managers, and report any issues which could affect the project plan.
- Order or requisition materials or supplies.
- Analyze worker or production problems and recommend solutions, such as improving production methods or implementing motivational plans.
- Review and adhere to construction schedules, ensuring milestones and completion dates are met.
- Record information such as personnel, production, or operational data on specified forms or reports.
- Identify and execute best practices concerning the efficient use of construction materials.
- Arrange for repairs of equipment or machinery.
- Suggest or initiate personnel actions, such as promotions, transfers, or hires.

### Employee Supervision:

- Ability to organize job tasks for crew members in a manner which provides for success and business profit so that we complete projects on time and within budget.
- Delegate tasks and accountabilities, instruct, supervise, lead and direct base crew.
- Monitor and manage employee attendance, ensuring the timely arrival and participation of all crew members, and notifying employees of rain days, prior to the start of the work.
- Perform routine service and maintenance on tools, and arrange for timely maintenance to be performed on vehicles and equipment.
- Active role in interviewing hiring and integrating new employees into the Lester team. Provide recommendations for promotions, demotions and wage adjustments.
- Other Employee Supervision duties as required.

### Safety



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- Promote, execute and adhere to the Service West, Inc. safety policies and procedures, and encourage all employees, subcontractors and consultants to adopt safety as a culture.
- Conduct daily and weekly check-in safety updates with crew and perform inspections.
- Review safe work plans/hazard assessments with crew prior to job commencement.
- Work with Regional Safety Manager to investigate damage, incidents or near misses at the worksite, and ensure proper procedures are carried out according to the Service West, Inc. safety policies and procedures.
- Work in a safe, responsible manner to not intentionally or unintentionally injure oneself, or endanger the wellbeing of others.

### Qualifications/Knowledge/Skill

- High School Diploma or G.E.D. preferred.
- 5-7 years' experience as a qualified and competent tradesperson.
- Proven leadership experience.
- Communicate with other construction personnel to discuss project details.
- Effectively communicate orally and in writing, with good comprehension.
- Handle the administrative duties of position, including completion of required documents.
- Know, understand, and communicate effectively, ensuring compliance with the OSHA, and company safety policies and procedures.
- Have a sense of urgency to meet deadlines.
- Multi-task and set priorities effectively.
- Excellent hand, eye and foot coordination.
- Flexible and adaptive to change.
- Must know and understand measurements.
- Ability to read blueprints or specifications to determine work requirements.

### Working Conditions

- Frequent travel throughout the bay area is required.
- Overtime as required.
- Work is performed in an outdoor setting, which could include inclement weather, heat and humidity, and exposure to dust and asphalt.
- Must be physically able to repetitively lift and carry at least 50 LBS on a regular basis.
- Use of Personal Protection Equipment is required.
- Use of sunscreen, long sleeves, and appropriate headgear is recommended
- Must comply with the Service West, Inc.'s drug screening requirements.

**\*Background check and drug screening required for employment**

*\*Service West is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.*