



Quality Buildings Job Description 2020

POSITION TITLE: CREW FOREMAN

POSITION SUMMARY:

Crew foreman are a field carpenter who is in charge of a carpenter crew. The crew foreman will complete specific tasks efficiently in order to complete a larger project. Crew foremen work directly with the site foreman to progress the job forward and alleviate responsibilities of the site foreman. This role is generally assumed by a senior worker.

MAJOR RESPONSIBILITIES

Leadership/ Work Ethic
- Communicate with coworkers to be efficient
- Lead a crew of 4 plus field carpenters
- Lead by example, not words
- Understand the function and mechanics of each task
- Accountable to your work
- Reliable
- Ask questions to superiors if you want to learn
- Focused on task
- Motivated
- Willing to listen to coworkers ideas and explain why or why not
- Positive attitude
- Willingness to train

Responsibilities
- Look ahead and be prepared so not to fall behind schedule or miss details of projects
- Understand the importance of specific tasks to the entire project
- Make sure you have the proper materials to complete the job to specs.
- Complete tasks in a timely manner
- Ensure safe work environment
- Complete tasks thoroughly with cleanliness, especially when finished
- Keep trucks, job tools, and trailers clean and organized

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QUALIFICATIONS:

EXPERIENCE –

-Depends on the person and their willingness to succeed and lead.

SPECIALIZED SKILLS –

- Strong Communication skills
- Ability to complete task on your own
- Teach someone how a job is done and why it is done a certain way
- Constant willingness to learn
- Knowledge is power: But just because I know how to do something one way does not mean it is the only way to get the job done
- Eagerness
- Experience with different buildings materials and an understanding of carpentry and math

Results Expected:

-Perform tasks as directed by the Lead Foreman, with minimal supervision while leading a crew of 4 plus field carpenters.

SUPERVISION:

-The position has immediate oversight of employees while most of the time performing the same or directly related work as those the position leads.

of Employees supervised – 4 plus field carpenters