



Quality Buildings Job Description 2020

POSITION TITLE: LEAD FOREMAN

POSITION SUMMARY:

Lead Foreman will ensure the crew is completing a project with quality, safety, and on schedule. Lead foreman responsibilities include supervising the crew(s), planning pertaining to the project, and being the contact between workers and supervisors.

MAJOR RESPONSIBILITIES:

<p>MANAGEMENT</p> <ul style="list-style-type: none"> -Quality control -Team management -Keep job on schedule -Monitor attendance of crew -Train workers -Guarantee safety precautions are met -Monitor use of equipment and machinery -Verify items are complete per project documents -Understand the project scope of work 	<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> -Report progress to customer/ management -Weekly report 4 week look ahead manpower schedule -Time cards for employees/ sub-contractors -Change order time tracking -Schedule deliveries -Stay under budget -Give feedback to workers -Customer service -Complete all paperwork required -Track time in field log -Ask for CO cost codes ahead of the work being done -Panel reports
<p>WORK ETHINC/ LEADERSHIP</p> <ul style="list-style-type: none"> -Supervision -Build positive relationship with GC -Positive attitude -Resolve problems -Recognize coworkers tasks well done 	<p>PLANNING</p> <ul style="list-style-type: none"> -Make sure all material is at the site -Study drawings -Plan work to be done -Coordinate schedules with crew, other trades, and general contractor -Schedule inspections -Update Team Gannt site schedule weekly -Attend monthly Foremen meetings



QUALIFICATIONS:

EXPERIENCE:

-5 years crew foreman

SPECIALIZED SKILLS:

- Customer Service
- Accountability
- Communication
- Solve problems,
- Make Decisions
- Detail oriented
- Self-motivated
- Managing mentality
- Willing to Learn
- OSHA Standards
- Risk Management

OPTIONAL:

- Framing experience
- Education in the field

Results Expected:

- Lead and manage a project of 20+ men.
- Complete the project on schedule and within budget.

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.
- The position supervises or manages the work of at least two full-time employees or the equivalent. The position includes decisions or recommendations regarding personnel actions such as hiring, disciplinary action, overtime, changes in pay and terminations.

of Employees supervised – 8 to 25 including sub-contractors