

Job Description – Foreman

1.0 PURPOSE

- 1.1 The purpose of this operating procedure is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Foreman of. SMI SERVICES, LLC.

2.0 BASIC FUNCTION

- 2.1 The basic function of Foreman is to manage all construction activities on assigned projects.
- 2.2 The Foreman will also perform advanced trade skills relating to individual projects in conjunction with industry standards, codes and Company policy as needed.

3.0 REPORTING RELATIONSHIPS

- 3.1 The Foreman reports directly to, and is fully accountable to, the Director of Operations, SMI.
- 3.2 The following position(s) report directly to the position of Foreman:
 - 3.2.1 Crew Leaders / Drivers
 - 3.2.2 Laborers
 - 3.2.3 Yardman

4.0 JOB REQUIREMENTS

- 4.1 To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements.
 - 4.1.1 Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 4.2 EDUCATION
 - 4.2.1 Required: High school diploma or equivalent
 - 4.2.2 Preferred: Trade or vocational school degree in construction or related field
- 4.3 LICENSING/REGISTRATION/CERTIFICATION
 - 4.3.1 Required: Valid Driver's License
 - 4.3.2 Preferred: Valid CDL License
- 4.4 EXPERIENCE
 - 4.4.1 Required: Two or more years of experience as a construction tradesman with onsite construction project experience on projects in excess of \$ 20,000.
 - 4.4.2 Preferred: Five or more years of experience as a construction tradesman in the construction industry on projects in excess of \$ 100,000 including supervision.

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4.5 SKILLS, KNOWLEDGE, AND ABILITIES

- 4.5.1 Ability to guide, direct, and coordinate multiple projects with multiple employees.
- 4.5.2 Demonstrated ability to effectively run construction projects in an efficient manner.
- 4.5.3 Ability to read, analyze, and interpret specifications, plans and technical reports.
- 4.5.4 Ability to respond to common inquiries or complaints from customers, subcontractors, suppliers, or regulatory agencies.
- 4.5.5 Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 4.5.6 Ability to calculate figures and amounts such as length, area, and volume in units of feet, square feet and cubic yards.
- 4.5.7 Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 4.5.8 The mechanical abilities of this position are extremely broad; that is, the ability to safely operate construction tools and equipment.
- 4.5.9 Must be “alert” and able to quickly and appropriately respond to various construction related questions.
- 4.5.10 Ability to effectively deal with customers, employees, subcontractors, suppliers, and vendors on a regular basis.
- 4.5.11 Excellent knowledge of the industry and trends impacting the business.
- 4.5.12 Ability to effectively communicate, in English, both verbally and in writing. Bilingual communications skills in Spanish are preferred.

4.6 PHYSICAL

- 4.6.1 The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.
- 4.6.2 **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to sit, stand and/or walk for prolonged periods of time. He/she will also be required to talk and/or listen for prolonged periods of time, both on the telephone and/or face to face.
- 4.6.3 **BODY MOVEMENTS:** The employee must have a full range of body movements including use of hands to finger, handle, or feel objects, tools, and equipment; and the ability to bend, reach, stretch, crouch, crawl, kneel, and/or climb.
- 4.6.4 **BODY SENSES:** Must have command of all five senses, sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to shift in focus from plans to jobsite and depth perception.
- 4.6.5 **STRENGTH:** Must have the ability to lift 50 pounds with regularity and up to 100 pounds on occasion.

4.7 WORKING CONDITIONS

- 4.7.1 The noise level in the work environment is usually moderate, but can be higher in the outdoors and at jobsites

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- 4.7.2 This position will be working primarily at outside jobsite environments, but also requires the employee to be in the Company office and/or at Client office(s) for various meetings. From this movement, the employee will encounter varying temperatures. The normal auto travel hazards will apply. Travel will be in all types of weather including heavy rain and below freezing temperatures with snow conditions.
- 4.7.3 The employee may be exposed to work near moving equipment at jobsites.

5.0 AUTHORITY

- 5.1 The Foreman is authorized to take any reasonable action necessary to carry out the responsibilities assigned so long as such action does not deviate from established corporate policy and is consistent with sound business judgment.

6.0 DUTIES AND RESPONSIBILITIES

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

6.1 Project Duties:

- 6.1.1 Layout
 - 6.1.2 Ability to read blueprints/spec books
 - 6.1.3 Ability to read and interpret job work orders
 - 6.1.4 Perform erosion control, site grading, and clean-up
 - 6.1.5 Possess customer relations/public relations skills
 - 6.1.6 Ability to order supplies and materials
 - 6.1.7 Ability to direct/supervise others
 - 6.1.8 Comply with Company policy and work safely
 - 6.1.9 Ability to keep accurate time and jobsite records
 - 6.1.10 Perform selective demolition
 - 6.1.11 Ability to follow written and verbal instructions
 - 6.1.12 Possess broad base of construction knowledge, problem-solving skills
 - 6.1.13 Perform safety training and instructional meetings
 - 6.1.14 Perform and maintain clean and safe jobsite
 - 6.1.15 Ability to plan and schedule work for multiple crews
 - 6.1.16 Perform proper use, knowledge and care of company equipment
 - 6.1.17 Expedient completion of projects
 - 6.1.18 Possess knowledge in inspecting work to meet specs, code and quality
- 6.2 Follow, enforce and adhere to all industry and Company safety policies
 - 6.3 Follow, enforce and adhere to all Company policies and operating rules

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- 6.4 Interviews, hires, evaluates, coaches, disciplines and fires employees with the agreement of the Director of Operations, SMI.
- 6.5 Coordinating crews and work orders in the morning to expedite the crews to their assigned projects with the minimum amount of delay in the yard.
- 6.6 Supervising the yard operation.
- 6.7 Use proper care of Company tools and equipment
- 6.8 Display proper representation of Company (code of ethics/conduct/dress)
- 6.9 Supervise crews' performance of trade assignments within industry and company standards
- 6.10 Study, know and understand project specs, plans, etc.
- 6.11 Working foreman when needed
- 6.12 Delivery of extra materials to projects as needed
- 6.13 Process required field paper work
- 6.14 Responsible for the accurate and timely reporting of labor time sheets and time cards.
- 6.15 Complete and submit field paper work to the office daily
- 6.16 Perform only authorized work per plans, specs and authorized Change Orders
- 6.17 Maintain job files in a neat and orderly manner.
- 6.18 Other duties/responsibilities that may be assigned by the Director of Operations, SMI from time to time.

7.0 STANDARDS OF PERFORMANCE

The Foreman shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1 Prepares all project and other reports with a degree of timeliness and accuracy sufficient to meet approval by the Director of Operations, SMI.
- 7.2 Follows the instructions/requests of the Director of Operations, SMI.
- 7.3 Supports the Company, and the Director of Operations, SMI with accurate and timely information and reports.
- 7.4 All federal, state, and local safety laws and ordinances are being observed on assigned projects and any required documents or forms are processed and filed as required.
- 7.5 Successfully manage the responsibilities involved in assigned including but not limited to scheduling of work, delivery of materials, and adherence to schedule, plans and specifications.
- 7.6 Assigned projects are being operated in an ethical and prudent manner.

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- 7.7 The degree of cooperation, communication, and coordination with all other staff is satisfactory.
- 7.8 All employees reporting to the Foreman have been properly trained and instructions given in a clear manner and are understood.
- 7.9 A perception that the Company is functioning as a team and morale is high.
- 7.10 Staying within or below the established budgeted project expenses.
- 7.11 **CONSTANTLY STRIVING FOR TOTAL CUSTOMER SATISFACTION**
- 7.12 Stays current with the trends in the industry.
- 7.13 Each employee reporting to him/her has had at least two performance evaluations and reviews within the past year.
- 7.14 Meets or betters established deadlines and schedules.
- 7.15 Customer satisfaction is equal to or higher than historical levels.

8.0 ACKNOWLEDGMENT

POSITION: Foreman

DATED: _____

I have **reviewed** and **understand** the above Job Description; believe it to be **accurate** and **complete**; and I can **successfully fulfill** each duty or task. I also agree that management retains the right to change this job description at any time. The Job Description is effective until revised and properly approved.

Foreman

Date

Director of Operations, SMI

Date