

Site Foreman Job Description (Reports to General Foreman)

1. Responsibilities

The Site Foreman provides leadership and is responsible for, although not limited to:

- Supervising & leadership
- Ensuring the safety of crew members
- Following OSHA guidelines
- Planning & scheduling
- Employee relations
- Productivity of crew members & quality control
- Administration

As a key participant in the relationship with the company, other contractors, and the client, the site foreman is the second management level and has a further role as a coordinating manager and client interface. The site foreman has the following specific areas of responsibility:

a. Safety

The site foreman must provide leadership that results in a safe work culture, is responsible and accountable for the safety of the crew under his/her direction, and must understand and accept the importance and legal liability of the role.

This includes:

- Knowing and understanding the requirements of the OSHA
- Knowing, understanding, communicating and ensuring compliance with the OSHA, and company safety policies and procedures
- Facilitate mandatory safety tool box meetings
- Ensuring completion of initial safety and hazard assessments
- Participating in safety/incident investigations
- Ensuring that vehicle and equipment checks are carried out

b. Leadership and Supervision

The site foreman coordinates the crew, and must understand and consistently apply the general foreman's policies. The site foreman is required to be involved and supportive of any day to day disciplinary decisions.

This includes:

- Communicating the job to and with the crew
- Assigning crew tasks
- Recognizing, addressing and resolving issues/problems among/between crew members

- Maintaining work standards and outlining behavioral expectations to ensure crew morale and productivity
- Applying the principles of workplace respect on site
- Ensuring crew compliance with project policies and procedures
- Ensuring crew compliance with company policies and procedures

c. Planning and Scheduling

The site foreman is accountable for following project plans and schedules and ensuring that crews under his/her direction perform daily and weekly activities to meet production goals.

This includes:

- Translating general work requirements into a prioritized work plan for the crew
- Working with the crew to overcome work challenges
- Periodically reassess daily goals to meet forecasted production

d. Employee Relations

The site foreman must champion an inclusive employee relations culture, is accountable for the adherence to policies and procedures by the crew to ensure a respectful and inclusive work environment.

This includes:

- Recognizing, addressing and resolving issues/problems among/between crew members
- Promoting, supporting and facilitating teamwork and harmony between all crew members by promoting and fostering a positive, visible teamwork attitude among all crew members

e. Quality Control

The site foreman is accountable for ensuring that the completed work meets quality standards.

This includes:

- On-site assessment prior to commencing work to ensure that the job is ready, and addressing any concerns
- Overseeing the execution of the work, including quality and production, ensuring that the crew works to job specifications and follows the plans
- Inspecting and measuring completed work

f. Administration

The site foreman is accountable for the preparation of reports as required by the employer.

This includes:

- Maintaining site foreman's log & site reports
- Preparation of daily production records
- Reporting on work progress

- Completing MTO quality reports
- Daily time keeping & reporting
- Worker violation reports
- Recommending personnel actions such as hiring, releasing, promotions and discipline

It is the responsibility of the site foreman to cease all work when the contract quantity has been reached, and await written authorization for any work outside of or beyond the original contract.

2. Knowledge, Skills and Attitude

Knowledge

Knows and Understands:

- Company and project safety programs
- Occupational Health and Safety and environmental issues
- WSIB and insurance provisions
- Employment standards and company policies
- How to read plans

Skills

Has the ability to:

- Lead the crew
- Effectively communicate orally and in writing, with good comprehension
- Coach and teach crew members
- Apply good problem solving and conflict resolution skills
- Manage differences and diversity at the work site
- Organize and delegate work
- Handle the administrative duties of position, including completion of required documents

Attitude

Shows that he/she:

- Is ready to take on new challenges and is willing to learn
- Has good work ethic
- Can adjust to change
- Can be a role model and one who leads by example
- Is willing to motivate and mentor crew members
- Is a team player
- Takes responsibility
- Is honest and acts with integrity

3. Qualifications

- Has 3 to 5 years experience as a qualified and competent tradesperson
- Has a valid and clean Ontario driver's license