



## **POSITION DESCRIPTION**

**ROLE:** FOREMAN  
**REPORTS TO:** PROJECT COORDINATOR  
**COMPENSATION:** COMMENSURATE WITH EXPERIENCE

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### **DEFINITION**

Foremen plan, organize and coordinate building projects from start to finish. They are responsible for personnel, quality and customer service aspects. Construction foremen may work in many different settings, and job requirements vary depending on Supervisory experience as well as a strong understanding of carpentry. Plumbing, electrical and finishing work are an asset.

### **GENERAL DUTIES**

- Handle creation of job duties and delegate tasks to construction workers
- Create and monitor schedules for each worker and ensure that he/she has the ability necessary to perform his/her duties
- Ensure accuracy of work orders prior to handing them out and make sure that time efficiency is taken into account
- Make sure that work sites are cleaned and cleared of any hazardous materials prior to the beginning of a construction project
- Brief crew members about how daily tasks need to be carried out
- Ensure that all machinery and tools are available to the crew and everything is in proper order and state of maintenance
- Perform inspections to ensure that the crew's performance is up to the set standards
- Ensure that all materials, supplies, tools and equipment are procured in a time efficient manner
- Monitor daily construction procedures to ensure that proper quality is maintained and that schedules are being followed
- Create progress reports on a daily/weekly basis and ensure that any significant information is communicated to the supervisor
- Handle onsite incidents and emergencies in a professional, responsive manner
- Create and maintain positive working relationships with vendors and suppliers to ensure timely procurement of supplies and materials
- Ensure periodic maintenance and proper storage of construction equipment and tools

- Do material take-offs, make sure trailer/site are fully stocked with necessary materials to complete weekly tasks
- Ability to problem-solve and know when to ask for advice
- Ability to deal with changes and relay any changes to Supervisor

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. Those duties will from time to time be altered by the Project Coordinator to suit the needs of the company.

## **REQUIREMENTS**

Working as a foreman comes with a lot of responsibility; the success of a project is usually based on how well the different elements and aspects are handled. A strong Foreman possesses strong knowledge of construction procedures and have exceptional leadership qualities and are familiar with and remain current with the BC Building Codes. Foremen often have to work in extreme conditions which is why it is important for them to be physically agile. They also need to possess exceptional time management skills, are able to work towards tight deadlines and are comfortable with basic computer skills, ie; word, excel, outlook.

A foreman needs not possess more than a high school diploma but he will need to be sufficiently trained in construction work. Many experienced construction workers can eventually work as foremen as they have acquired the experience and expertise necessary to run construction projects.

- Red Seal Designation or equivalent and/or combination of education/work experience
- Minimum five years in all phases of residential construction and remodeling trades, practices, procedures, techniques, tools, equipment, materials, specifications, safety and applicable building codes.
- Minimum three years supervisory experience
- Proficient at reading blueprints
- Ability to draw appropriate sketches to communicate details to crew members and others
- Mathematical and analytical skills necessary to do material and labor estimates
- Able to do material take-offs and order-manage materials
- Adept at establishing relationships with all parties involved in the construction process that facilitate harmonious working relationships during the project, and permit efficient resolution of problems and conflicts as they occur
- Ability to organize progress of multiple crew members and trade contractors on a single job site
- Ability to quickly identify potential schedule conflicts and generate and implement needed modifications
- Ability to fulfill paperwork required for purchase orders, time sheets and the ability to communicate via email, text message when required
- Ability to perform tasks on all areas and aspects of construction project
- Ability to lift and manipulate objects need for constructing projects up to Work Safe standards
- Ability to travel to work sites across the Sunshine Coast

- Valid driver's license and owns a dependable vehicle
- Clean Driver's Abstract
- Occasional overtime ie; meetings with clients outside of regular working hours; completion of project, etc.

**MINIMUM CARPENTER TOOL LIST**

- ✓ Tool Belt ✓ Hammer
- ✓ 25' tape measure ✓ 100' tape measure ✓ Utility knife
- ✓ Chisel assortment
- ✓ 4 foot level
- ✓ Framing square
- ✓ Speed Square
- ✓ Screw driver assortment
- ✓ Nail set
- ✓ Nail puller
- ✓ Chalk line
- ✓ Hand saw
- ✓ Pliers
- ✓ Construction calculator
- ✓ PPE, hard hat and steel toes
- ✓ Smart Phone