

PROJECT FOREMEN

The Foreman is responsible for both supervisory tasks as well as construction work performed in the field. He or she provides direction to field personnel on construction projects, making sure resources are allocated effectively and that tasks are executed safely, on time and on budget.

Responsibilities

- Read blueprints and apply construction knowledge to build the project correctly.
- Instruct and train field staff in the safe operation of construction equipment and tools, and also in job skills.
- Prepare time sheets and administrative reports.
- Recommend purchase of tools, equipment and material.
- Assist the Safety Director with establishing and maintaining good safety and security practices.

Essential skills and experience

- Minimum of 5 years construction experience
- Good reading, writing and math skills.
- An eye for precise detail
- Working knowledge of safety requirements
- Good interpersonal and communication skills.
- Able to plan work and anticipate project needs.
- Proven experience in motivating team members.
- Ability to lead by example.
- Able to use computer and designated software daily.