



FOREMAN JOB DESCRIPTION

The goal of Porter Construction, Inc. is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest. This position is important to our firm and the fulfillment of the duties and responsibilities contribute to the overall success of the company.

DUTIES: The Foreman's duty is to perform all job related assignments as assigned by the Project Superintendent. The Foreman is directly responsible for the proper discharge of his duties. He may delegate portions of his authority to other qualified personnel, but not the responsibilities of the duties. The Foreman is directly responsible for the proper discharge of his/her duties. Specifically:

1. Daily coordination of crews and assigns crew tasks.
2. Evaluates crew capability, training and coaching to ensure the crew meets required levels of quality. Facilitates mentoring of apprentices by Carpenters.
3. Setting and maintaining work standards and outlining behavioral expectations to ensure crew morale and productivity.
4. Maintains the tool and material inventory is available and complete to minimize disruption in work or schedule delay.
5. Provides interpretation of plans and specifications for construction clarity.
6. Communicates general work requirements into a prioritized work plan for each crew.
7. Identifies, verifies and reports any scheduling conflicts with other crews & subcontractors to the Superintendent.
8. Reviews and adjusts specific workforce activities and task schedules to meet established production schedules.
9. Accountable for ensuring work meets PCI's standard of excellence and implementing work processes to improve productivity and quality.
10. Prepare to perform job related assignments promptly at designated start time.
11. To perform daily tasks in a safe and workman like manner in accordance with company policies.
12. Identifies needs for crew safety training and facilitates delivery of training. Participates in and monitors "safety tool box meetings".

The above outline of duties is not arranged in order of priority. The 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 Superintendent or Foreman to suit the needs of the company.