

The Righter Company, Inc.

Foreman

Department: Field	Job Status: Full Time
FLSA Status: Non-Exempt	Reports To: Project Manager/Field Operations Manager
Grade/Level: N/A	Amount of Travel Required: Varies
Work Schedule: Generally Monday - Friday, 7:00am to 5:00pm	Positions Supervised: Operator, Welder, Carpenter, Laborer, Leadman, other trade workers.

POSITION SUMMARY

Directly supervise and coordinate activities of construction.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Examine and inspect work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
- Read specifications such as blueprints to determine construction requirements and to plan procedures.
- Estimate material and worker requirements to complete jobs.
- Supervise, coordinate, and schedule the activities of construction or extractive workers.
- Confer with managerial and technical personnel, other departments, and contractors in order to resolve problems and to coordinate activities.
- Coordinate work activities with other construction project subcontractors, suppliers, owners, engineers and architects.
- Order or requisition materials and supplies.
- Locate, measure, and mark site locations and placement of structures and equipment, using measuring and marking equipment.
- Record information such as personnel, production, and operational data on specified forms and reports.
- Assign work to employees, based on material and worker requirements of specific jobs.
- Provide assistance to workers engaged in construction or extraction activities, using hand tools and equipment.
- Train workers in construction methods, operation of equipment, safety procedures, and company policies.
- Analyze worker and production problems and recommend solutions, such as improving production

methods or implementing motivational plans.

- Arrange for repairs of equipment and machinery.
- Suggest or initiate personnel actions such as promotions, transfers, and hires.
- Assist office with estimating, including pre-bid site visits and bidding inquiries.

POSITION QUALIFICATIONS

Competency Statement(s)

- Essential Functions, Performance - Essential Functions, Performance - Applies skill and ability to perform the essential functions of the job.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following company procedures.
- Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Innovative - Ability to look beyond the standard solutions.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Project Management - Ability to organize and direct a project to completion.
- Reliability - The trait of being dependable and trustworthy.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : Four to ten years related experience

Computer Skills

Basic computer skills are required.

Certificates & Licenses

Valid driver's license.

Other Requirements

Must have excellent math skills and accuracy for interpreting reports, statements and budgets. Must be able to communicate effectively English.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Full Range)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Various)

WORK ENVIRONMENT

Work is performed mostly at jobsite locations which may be dirty, dusty, greasy and are also subject to environmental factors.

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.