



**T-ROSS BROTHERS CONSTRUCTION, INC.**  
**JOB DESCRIPTION**  
***FOREMAN***

**Reporting Relationship** – The Project Foreman will report directly to the assigned Project Manager.

**Supervisory Responsibilities** – Manages all field personnel assigned to work on his job. Is responsible for the overall direction, coordination and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities also include planning, assigning and directing work; appraising performance; addressing complaints and resolving problems. The termination of all employees is handled by the Company. Those employees in direct violation of company policy and procedures may be removed from the job site by the Foreman.

**Foreman I**

**Experience:**

- Minimum 8-years experience in construction industry with at least 5 years of direct industry. 3 years of previous supervisory experience is desirable.
- High School graduate or equivalent.

**Skills and Duties:**

- Meets with Project Manager as needed to review the scope of work for each new job. Apprises assigned Project Manager of the status of any assigned job in progress.
- Determines manpower, materials, and equipment needed to complete each phase of job in an efficient manner in conjunction with assigned Project Manager. Notifies Project Manager of any shortages or slippage in the schedule that will negatively impact final job completion and/or job costs.
- Coordinates job site operations to facilitate attaining job budgets with efficient use and scheduling of manpower, materials, equipment, and subcontractors while maintaining satisfactory customer relations.
- Identifies areas in which reductions or efficiencies can be made and implements appropriate actions. Implements any corrective action as may be directed by assigned Project Manager.
- Participates in monthly margin review process with Project Manager.
- Implements directives to subordinates outlining policy, program or operational changes.

- Responsible for the successful completion of each job per contract requirements and within estimated profit projections. Develops specific strategies to accomplish job goals and objectives. Seeks additional support from assigned Project Manager as needed.
- Delegate responsibilities and individual projects to the crew.
- Resolve conflicts or miscommunication that may happen on-site quickly and amicably.
- Responsible for work quality, completing contracted obligations, and maintaining call backs to acceptable levels (includes subcontractors' work, too).
- Initiates additional work orders (change orders) and procures written verification from the customer prior to work commencing and/or secures approval from the office.
- Completes daily report(s) and other necessary paperwork according to company procedure.
- Oversee and ensure all safety rules are being followed. Promotes safe driving, operating, and providing proper maintenance of company owned/leased equipment. Ensures the proper operation, maintenance, and security of all equipment on the jobsites.
- Develops and maintains operational lines of communication to facilitate efficiency. Acts in a way that promotes teamwork among colleagues and management staff.
- Monitors standard operational and working practices and supervises workers to ensure compliance with company and OSHA safety standards. Maintains good housekeeping on job site.
- Strives to improve skills continuously. Takes advantage of company offered training sessions or other outside learning sources.
- Acts in a way that promotes organization in the workplace.
- Develops and maintains good customer relations.
- Other duties as assigned by the Project Manager.

**Work Performance:**

- Completes all required paperwork accurately and timely.
- Maintains per job costs not to exceed 3% of estimated figures while attaining timely completion. Recognizes potential cost overruns early and takes appropriate corrective action to minimize the impact of the overrun.
- Ensures that the quality of the work meets Company standards.
- Implements and enforces the jobsite safety program to maintain EMR rating at an acceptable level.
- Assists assigned Project Manager with accurate monthly margin reviews of on-going projects on a timely basis.
- Conducts annual performance review of subordinate employees within two weeks of due date.

- Ensures that good housekeeping is maintained on the jobsite.
- Maintaining good customer relations.
- Participates in weekly toolbox meetings.
- Attends monthly safety meetings.

**Other Qualifications:**

- Ability to manage all types of people and maximizes use of all people assets. Excellent skills in dealing with a variety of customers. Able to understand and interpret a variety of blueprints. Excellent carpentry skills and good mechanical aptitude.

**Foreman II**

**Will be expected to possess all the required experience, skills and qualifications, as well as perform all the duties and be evaluated on the same work performance measures of a Foreman I, in addition to the following:**

**Experience:**

- Minimum 10 years experience in construction industry with at least 5 years of direct industry. At least one (2) year documented experience as a foreman.

**Skills and Duties:**

- Able to manage multiple projects at once when necessary.
- Assists with Foreman I training and development.
- Complete projects with minimum supervision from the Project Manager.
- Effectively make decisions about project changes when necessary.
- Other duties as assigned.

**Work Performance:**

- Little guidance is needed from the Project Managers.
- Projects consistently meet time and budget constraints.

**Other Qualifications:**

- Achieved at least a satisfactory rating on previous performance review.
- Proven success on projects lead while performing as a Foreman II

### **Forman III**

**Will be expected to possess all the required experience, skills and qualifications, as well as perform all the duties and be evaluated on the same work performance measures of both a Foreman I & II, in addition to the following:**

#### **Experience:**

- Minimum 12 years experience in construction industry with at least 5 years of direct industry. At least one (5) years documented experience as a foreman.

#### **Skills and Duties:**

- Has a strong level of ability in reading and understanding construction drawings and schedules to complete framing, finishes, window, door, door hardware and accessories. Should be able to perform all carpentry tasks.
- Mentor, manage and train new employees
- Develop and manage apprenticeship program
- Other duties as assigned.

#### **Work Performance:**

- Can consistently run multiple projects with little guidance.
- Projects are always done with high quality and stay within budget and time constraints.
- Serves as a role model and resource for Foreman I and II positions.
- Effectively manages personnel.

#### **Other Qualifications:**

- Proven success on projects lead while performing as a Foreman III
- Achieved at least a satisfactory rating on previous performance review.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

**T-Ross Brothers Construction, Inc. reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise, the employment relationship remains “at-will” the aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.**

T-Ross Brothers Construction, Inc. is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.