



T-ROSS BROTHERS CONSTRUCTION, INC.
JOB DESCRIPTION
COMMERCIAL CONSTRUCTION FOREMAN I

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.

Essential Duties & Responsibilities:

- 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.
- Follows company and OSHA safety procedures.
- Promotes teamwork that increases productivity and efficiency.
- Other duties as assigned by the Project Manager.
- All other duties that may be assigned.

Work Performance: The Commercial Construction Foreman will be evaluated specifically on the following factors:

- 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.

Experience & Qualifications:

- Minimum of 8 years of 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.
- 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.

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.