



## **T-ROSS BROTHERS CONSTRUCTION, INC.**

### **JOB DESCRIPTION**

#### ***EXCAVATION FOREMAN***

**Reporting Relationship:** The Excavation Foreman will report directly to the Construction Manager.

**Supervisory Responsibilities:** Manages heavy equipment operators assigned to work on a 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:**

- Other duties may be assigned.
- Ability to run excavation projects in Central Pennsylvania with use of excavators, dozers, compact track loaders, dump trucks, etc.
- Lead operational aspects of a work team and train team members to complete projects within stated timeframe.
- Ability to interpret all aspects of landscaping and grading plans and read blueprints and elevations correctly.
- Ability to participate in snow/ice management during winter months.
- Follows company and OSHA safety procedures.
- Ensure jobsite safety.
- Complete administrative duties as they arise.
- Ensure customer satisfaction above all else - only the highest quality of work is acceptable.
- Ability to interact with and communicate with clients in a polite and professional manner.
- Push, pull and lift up to 75lbs.

**Work Performance:** The Excavation Foreman will be evaluated specifically on the following factors:

- Completes all required paperwork accurately and timely.
- Maintains per job costs 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.
- 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.
- Monitors standard operational and working practices and supervises workers to ensure compliance with company and OSHA safety standards.
- Maintains good housekeeping on job site.
- Participates in weekly toolbox meetings.
- Attends monthly safety meetings.
- Maintains a valid CDL and medical certificate.

**Experience & Qualifications:**

- CDL Driver's License
- High School Diploma
- Minimum of 5 year of driving experience and equipment operating.

**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.**