



Job Title: Foreman

Reports To: General Superintendent

JOB SUMMARY

The majority of duties associated with this position is assisting superintendents and rest of internal project team with daily tasks. This may include coordinating subcontractors, reviewing material deliveries and quality of installations, as well as other documentation tasks on the jobsite. It will also include assisting the superintendent with scheduling and quality review.

MAJOR DUTIES AND RESPONSIBILITIES

- Reviews daily jobsite needs with the job site supervisor and defines how they assist to track or manage or check items that are progressing.
- Reads and interprets project plans and specifications and analyzes construction methods and scheduling for details and sequences of work.
- Promotes a culture of jobsite safety and demands safe work practices from everyone onsite. Rectifies jobsite hazards immediately and ensures that all safety procedures are adhered to both by Warfel employees and subcontractor employees and visitors. Assures that designated safety personnel conducts regular safety inspections and reviews.
- Manages all new contract documents and keeps all file locations/paper copies updated with newest documents onsite either electronically or on paper.
- Checks shop drawings and submittals submitted by subcontractors and field measurements to confirm design requirements are met before materials are fabricated.
- Purchases miscellaneous jobsite materials and rough hardware and supplies as authorized by the Superintendent and Project Manager.
- Assists site supervisor with the activity of vendors for adherence to delivery dates and completion of field activities. Take appropriate action if schedules are not being met to document it as an issue.
- Reviews material deliveries brought in by subcontractors and verifies them against approved submittals and contract documents. Tracks delivery log.
- Responsible to update daily reports in Viewpoint or assist superintendent with completion of daily reports to keep track of the subcontractor's progress. Must ensure detailed notes are

utilized within reports.

- Communicates internally and externally as requested by project team. Prepares notes and photos to subcontractors for various reasons, i.e., confirm phone conversations, request information, document issues, verify delivery dates, etc.
- Routine photographic documentation of progress onsite. Tracks all photographs and files accordingly on OneDrive. Project Team determines summary requirements. Follow QC labeling requirements.
- Supervises workmanship onsite to ensure installed work is in compliance with drawings and specifications and meets Warfel standards. Performs inspections of installed materials or assists site supervisor with review and completes documentation of QA/QC reports.
- Ensures no work or deviations from the plans and specifications are made without authorization from the project manager. Owner and architect requests for changes must be brought to the attention of the project manager.
- Meets with client representatives, as appropriate, to discuss the status of the project and review and identify areas of question. Works in conjunction with Superintendent and Project Management staff to relay information to the client.
- Performs completions lists and punchlist documentation for site close-out activities as reviewed with superintendent and project team.
- Communicates effectively with internal team members and external team members to function as part of the team and promote positive team dynamics.
- Works with tools to assist with jobsite duties and installations as requested.
- Performs filing duties.
- Performs other duties as assigned.

DOCUMENTATION & SOFTWARE REQUIREMENTS

- Proficient in software and web-based programs and apps: Outlook, Excel, Viewpoint Vista, VFP, Plangrid, OneDrive, and Keystyle
- Complete and fill-out the following documentation: Timesheets, 3-week Look Aheads, Manpower Requests, Quality Control Reports, Safety Checklists, Tool and Material Requests, Vacation Requests, Safety Forms (Hot Work Permits, Fall Protection Plans, and Building Demo Surveys), Incident/Accident Reports, Company Truck Inspection Forms, and Receipt Labeling.



EDUCATION

No formal education required.

EXPERIENCE

Must have a minimum of (6) years experience in the construction industry and show aptitude at managing others.

COMPLEXITY AND JUDGMENT

Many requirements, steps or procedures, average routine and repetitiveness, frequent discretion and judgment and significant impact of results/errors.

COORDINATION AND CONTROL

At average level generates problem solutions, to a great extent serves as advisor/consultant and not at all develops operating procedures.

BUSINESS PLANNING

No specific planning responsibilities in this job.

DIRECT SUPERVISORY RESPONSIBILITY

Requires supervision through others. The responsibility required of this position is evaluating performance and progress of subcontractors personally and through the site supervisor. 10-25% of the time is spent supervising.

TEAMWORK

A key member of a group, necessary to further group goals. Majority of the time is spent in team activities.

RESPONSIBILITY FOR FUNDS AND PROPERTY

This job has accountability for company facilities, equipment or other material assets in the amount of more than \$1,000,000.

CONTACTS WITH OTHERS



Continual contact with employees inside the department, occasional contact with employees outside the department. Frequent contact with customers and vendors. Major influence with contacts and company image.

PHYSICAL REQUIREMENTS

Operates a calculator: 15%; operating a personal computer: 60%; operating the telephone: 25%. Some effort required in lifting and moving materials and possible effort required in operating equipment, standing, climbing/walking frequently also required.

MENTAL DEMANDS

Frequent need for quick decisions and a diversity of problems, occasional distractions which interfere and continual need to concentrate.