

1.0 PURPOSE

- 1.1 The purpose of this job description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of a Foreman of the company.

2.0 BASIC FUNCTION

- 2.1 The basic function of a Foreman is to insure the safe and efficient operation of the field installation crew.

3.0 REPORTING RELATIONSHIPS

- 3.1 The Foreman reports to, and is accountable to the Project Manager of the company.
- 3.2 The following position reports directly to the Foreman :
 - 3.2.1 Fitter (Contract and/or Service)

4.0 JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are requirements representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.1 EDUCATION:

- 4.1.1 Required: High School Diploma
- 4.1.2 Preferred: Technical school training

4.2 LICENSING:

- 4.2.1 Vehicle Drivers

4.3 EXPERIENCE:

- 4.3.1 Required: 2 or more years experience working and supervising a field crew of 2 or more employees for a commercial contractor.
- 4.3.2 Required: Experience as a foreman and fitter of a fire system installation company.

4.4 SKILLS, KNOWLEDGE, AND ABILITIES:

- 4.4.1 Ability to add, subtract and perform basic math calculations.
- 4.4.2 Demonstrated ability to effectively coordinate and complete all activities of a field contract or service commercial fire protection installation.

- 4.4.3 Ability to read, interpret and understand job prints or diagrams.
- 4.4.4 Ability to teach and lead others by example.
- 4.4.5 Ability to complete all the duties of subordinate employees.
- 4.4.6 Ability to meet strict timetables and goals by working with and motivating subordinates.
- 4.4.7 Ability to define, separate, and control personal working relationships from required supervisory duties and responsibilities.
- 4.4.8 Ability to actively use all the common tools of the trade needed to install a commercial fire protection system.
- 4.4.9 Ability to respond to common inquiries or complaints from customers.
- 4.4.10 Ability to effectively communicate, in English, both verbally and in writing.

4.5 PHYSICAL: The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time. The employee must have a full range of body movements including use of hands to handle or feel objects, bending, reaching, and crouching. The employee must have command of the following senses: sight, hearing, touch. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus. The employee must have the ability to lift 75 - 100 lbs with regularity, and must be able to work on ladders, scaffolding, and/or lifts at heights of 20 feet or higher. Employee may be required to operate a backhoe and perform trench work, as well as the installation of systems and components.

4.6 WORKING CONDITIONS:

- 4.6.1 This position will be working outdoors in an uncontrolled environment, but also requires the employee to be moving through other areas on a regular basis. The employee will encounter varying temperatures from these areas. Travel in all types of weather, including rain and snowy conditions are required.

5.0 AUTHORITY

The Foreman is selected and appointed by the Construction Superintendent and the General Manager and has been delegated the following authority to successfully accomplish all of the duties and responsibilities of this position.

- 5.1 To evaluate, organize and control all reporting employees and field related functions. To use sound judgment and do what you have to do to **“GET THE JOB DONE”** on time, in a safe, efficient and quality oriented manner.

6.0 DUTIES AND RESPONSIBILITIES

- 6.1 Understanding that **“the customer is our first priority”** and that each employee is here to support that priority.

- 6.2 Assist the Construction Superintendent in developing a work environment that fosters an individual employee's growth, with team spirit, and the **"I want to be a part of this company attitude"**.
- 6.3 To direct, coordinate and control the installation or service work assigned.
- 6.4 To communicate with the Construction Superintendent on a daily basis..
- 6.5 To perform the duties of all assigned help on an as needed basis.
- 6.6 To insure all materials are at the job site when needed (coordinate with the Construction Superintendent).
- 6.7 To insure all jobs are completed per contract date or agreed time.
- 6.8 To insure all jobs are complete in the number of contract hours or that time at the job is billed to the job.
- 6.9 To insure that all subordinates adhere to company and job required safety policies.
- 6.10 To provide the overall leadership and control necessary to coordinate the activities of assigned employees.
- 6.11 Maintain a good working relationship with the customer, general contractor, inspector and other site contractors.
- 6.12 Making sure that the employee weekly time sheets are completed and signed by each employee and forwarded to the Construction Superintendent by the day and time requested (that the detail information needed on the sheet is provided).
- 6.13 That on contract work the % of completion is noted on the weekly time sheet.
- 6.14 Insure that all needed change orders requests are documented on the change order sheet and sent to the project manger for review and follow up (no additional work is to be started without an approved signed change order.
- 6.15 To provide day to day training to subordinates as needed.
- 6.16 Keep the Construction Superintendent informed of **any issue** that will have an adverse affect on timely completion of a job.
- 6.17 Attend meetings as necessary and required.
- 6.18 Insure that all subordinate employee performance or policy violations are documented according to company policy (this means that the employee must be informed of the sub-standard performance or policy violation. Depending on the incident it may require verbal or formal written documentation. In some cases it may be grounds for dismissal (All performance issues or policy violations other than those that require a verbal warning must be reviewed with the Construction Superintendent before action is taken to determine the appropriate response. In the present business environment it is better to have a 2nd opinion on these issues before proceeding).
- 6.19 Evaluate the performance of each subordinate employee at least once a year, with the Construction Superintendent and subordinate.
- 6.20 Insure that the assigned company vehicle is in safe operating condition at all times (any mechanical concerns must be reported to the Construction Superintendent immediately).
- 6.21 Insure that the assigned vehicle is kept clean and organized.

- 6.22 Inspect and maintain tools and equipment.
- 6.23 Any other duty or task assigned by the Construction Superintendent.

7.0 MEASURES OF PERFORMANCE

The Foreman is performing in an acceptable manner when the following have been accomplished:

- 7.1 For contract jobs that the labor hours worked on jobs completed are equal to or less than the contract hours bid for the job (all change order hours will be added to the original contract hours).
 - 7.1.1 Service jobs: that time at the location is charged to the job and that travel between jobs is considered to be reasonable.
- 7.2 That rework on jobs is considered minimal.
- 7.3 That all required reports are submitted complete and by the requested time.
- 7.4 That the foreman is effectively leading and motivating the assigned employees.
- 7.5 That the foreman is working as a team player with the other foreman and company employees.
- 7.6 That the assigned vehicle has been treated with respect in the opinion of the Construction Superintendent.
- 7.7 That job related complaints from customers, the general contractor, etc. are minimal in the opinion of the Construction Superintendent.
- 7.8 That all subordinate employees have had their performance evaluation.

8.0 Acknowledgment

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty or task. I also agree that the Construction Superintendent retains the right to change this job description at any time.

By signing, I acknowledge I have received a copy of these duties for my personal reference.

Employee Signature	Date	Name
Construction Superintendent Signature	Date	Name
General Manager Signature	Date	Name