



TITLE: Foreman

JOB SUMMARY: A Foreman provides day to day supervision of on-site construction activities, usually on one jobsite a time. A Foreman leads field staff and subcontracted labor, creates daily and weekly objectives or game plans, and ensures Wolf Construction satisfies contracted scope of work. A Foreman represents Wolf Construction in the field to customers, subcontractors, vendors, employees, and other trades.

REPORTING:

- Reports to: Chief Operations Officer, Director of Field Personnel, and Superintendents
- Direct Reports: Crew Leads, Carpenters, and Laborers

KEY PERFORMANCE INDICATORS:

- Estimated Manhours vs. Actual Manhours
- Estimated Equipment Costs vs. Actual Equipment Costs
- Builds positive and harmonious working relationships within operations team

JOB COMPETENCIES:

- Production / Production Management
- Planning / Scheduling
- Layout
- Team Work
- Quality Assurance

DUTIES & RESPONSIBILITIES:

- Provides knowledge and expertise of the scope of work to operations staff and subcontractors
- Provides leadership and decision making to on-site Wolf employees and/or sub crews that directly impacts and influences overall project performance (Schedule, man hours, and budget)
- Actively works with tool bags on completing Wolf scope of work and would be considered an expert at their craft
- Coordinates work activities with the customer's operations staff and other trades
- Completes, or oversees the completion of punch lists and inspection reports on a routine basis using Procore software and app
- Submits daily logs on Procore software and app
- Completes PLAATS lists on weekly basis
- Works with Superintendent to complete change orders and gather signatures from customers
- Holds Wolf Employees accountable to their performance requirements: being on time, staying productive, quality of work, team atmosphere, etc
- Works with Superintendents to update progress, complete pay apps, and account for change orders or deviations from original scope of work
- Represents Wolf Construction at jobsite meetings
- Enforces safety guidelines on jobsites as set forth by Wolf Construction
- Enforces all Wolf Construction policies and procedures to employees and subs
- Serves as a competent person based on OSHA definitions
- Assists in the training of crew leads, carpenters, and laborers
- Provides basic service, fluid checks, fueling, and daily checks of forklifts
- Responsible for the care and treatment of Wolf Construction tools and equipment

SKILLS & CERTIFICATIONS:

- Able to read and understand blueprints, drawings, specifications, and layouts
- Ability to use hand tools such as hammer, cat's paw, pry bar, speed square, utility knife, and chalk line
- Ability to read tape measure to the nearest inch, half inch, quarter inch, and one-eighth inch marks (one-sixteenth and thirty-second inch marks for trim carpenters)
- Ability to climb ladders, both extension and step



- Able to work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Able to perform basic construction, demolition, and cleanup
- Holds OSHA 10 Certification
- Holds HAZCOM Certification
- Holds Forklift Operator Certification
- Holds Aerial Boom Certification
- Holds Powder Actuated Certification
- First Aid / CPR Certification
- Blood Bourne Pathogen Certification

FRAMING SPECIFIC

- Able to square up, layout, and detail a building for crews to build on
- Ability to use and teach how to proficiently use framing nail gun, worm-drive saw, reciprocating saw (sawzall), and hammer drill.
- Ability to install and teach how to proficiently install windows and doors
- Ability to locate, install, and teach how to install a hold down
- Ability to layout and install stair stringers and landings
- Ability to layout and install bulkheads

TRIM SPECIFIC

- Ability to layout and install cabinetry
- Ability to proficiently use trim nail guns, miter saw, jig saw, belt and orbital sanders, hammer drill, router, and table saw
- Ability to install and teach how to install base and casing
- Ability to install hardware
- Ability to install interior doors (pre-hung, bi-folds, and bypass)

ROOFING SPECIFIC

- Knowledge and understanding of steep pitch roofing procedures
- Ability to drive, haul, and back up dump wagons into projects, driveways, and landfills
- Ability to identify parts of a steep slope roof: Underlayment, shingles, starter strips, ridge caps, gutter apron, drip edge, pipe boot flashings, ridge vents, box vents, mechanical vents, step flashings, and headwall flashings
- Ability to tear out and replace roof sheathing
- Ability to replace pipe boot flashings
- Ability to make minor roofing repairs and replace missing shingles

PRIVILEGES & AUTHORIZATIONS:

- Assigned company vehicle and fuel card (allocated for work use and reasonable amount of personal use)
- Company provided cell phone or reimbursement
- Needs approval to take tools from tool cage
- Authorized to make purchases with pre-approval from supervisor
- Authorized to schedule material deliveries

WORKING CONDITIONS:

- 95% of time is spent working at job sites. Some driving is required. Valid driver's license is required.
- Environmental /Sensory: The Foreman must work outside in all different weather conditions including extreme cold and extreme heat. The Foreman may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Foreman must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.



PHYSICAL:

- Job is physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling, and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools, lumber, and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

HAZARDS:

- Normal hazards associated with construction environment.

COMPENSATION:

- Hourly (\$20.00 - \$30.00/hr) (commensurate with experience)
- Paid Time Off Program
- 401k – available after eligibility requirements are met, including match
- Health Insurance - Standard Rate
- Dental and/or Vision Insurance – Payroll deduct
- Life Insurance – Base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date