



Job Description: Team Foreman

Alternative Titles: Foreman

Revised: November 15, 2017

Department/Business Unit: Guardrail, Signage, Mow Strip, Yard

FLSA Classification: Non-Exempt

Timesheet Group: HJC/HJC Yard

Reports To: Project Manager

General Purpose: Directs and manages all on-site team members and equipment, enforcing the company's direction, policies, procedures and safety standards, while meeting project deadlines.

Work Schedule: Must have open availability any time any day of the week.

Responsibilities & Duties

Leadership

- Plan, organize, and direct construction activities such as work assignments, schedules, equipment allocations, to meet transportation, operations or production deadlines.
- Implement new or modified plans in response to delays, bad weather, or construction site emergencies.
- Interpret and explain plans and contract terms to representatives of the owner or developer, including administrative staff, workers, or clients.
- Conduct new worker training, or assign training tasks to experienced workers, in construction methods, repair, operation of equipment, maintenance techniques, or company policies.
- Assign work to employees based on material, work priority, quantity of equipment, skill of personnel or worker requirements of specific jobs.
- Direct, supervise, coordinate or schedule the activities of construction, transportation or related workers including moving, storing, or loading or unloading of materials.
- Investigate damage, accidents, injuries, or delays at construction sites to ensure that proper construction procedures are being followed and prepare reports of findings.
- Prepare, compile, and submit reports on work activities, operations, production, or work-related accidents.
- Conduct employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Analyze worker or production problems and recommend solutions to improve production methods, worker motivation, equipment performance, work methods, or customer services.
- Record information such as personnel, production, or operational data on specified forms or reports.
- Provide assistance to workers engaged in construction or extraction activities by driving vehicles, operating machines or equipment to complete work assignments.
- Counsel employees or collaborate with employees about work-related issues and assist employees to correct job-skill deficiencies or to assist in problem resolution.
- Recommend or initiate personnel actions, such as hires, evaluations, rewards, promotions, transfers, discharges, or disciplinary measures.
- Maintain or verify records of time, materials, expenditures, or crew activities.
- Interpret transportation regulations, shipping orders, safety regulations, or company policies and procedures for workers.

Regulatory

- Enforce safety rules and regulations.
- Develop or implement quality control programs.
- Read TxDOT specifications to determine appropriate construction requirements or plan procedures.
- Inspect or review projects to monitor compliance with TxDOT specifications.

Construction

- Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.
- Estimate material or worker requirements to complete jobs.

- Coordinate work activities with other construction project activities.
- Requisition supplies or materials, such as tools, equipment, or replacement parts, to complete construction projects.
- Inspect, test, measure and monitor work progress, work areas, equipment, tools, stock, vehicles, or construction sites to ensure proper use of materials, verify safety or to ensure conformance to standards and specifications.
- Locate, measure, and mark site locations or placement of structures or equipment, using measuring and marking equipment.
- Examine, measure, or weigh cargo or materials to determine specific handling requirements.
- Perform or schedule repairs or preventive maintenance of vehicles or other equipment.
- Monitor tool and part inventories and the condition and maintenance of equipment to ensure adequate working conditions.

General

- Work within company policy as outlined in the HJC Farms Employee Handbook and in compliment with the HJC Farms Human Resources Policy Manual, HJC Farms Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- High School Diploma (or GED equivalent)

Required Experience

- 1 year of supervisory/leadership experience (preferably in construction or similar industry)
- 2 years of CDL experience

Required Skills/Licenses/Certifications

- Class A Commercial Driver License
- Leadership skills
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position has supervisory responsibility for the work of others.

Physical Demands & Working Conditions

The primary physical demand characteristic of the position is classified as Heavy. Exposure to environmental conditions includes extreme heat and cold, temperature changes, moisture and humidity, construction noises, vibrations and hazards.

- The constant physical demands of the position are handling, feeling, talking, hearing, repetitive motions, and eye/hand/foot coordination.
- The frequent physical demands of the position are standing, walking, lifting, carrying, pushing, pulling, balancing, reaching, and grasping.
- The occasional physical demands of the position are sitting, climbing, stooping, kneeling, crouching, and crawling.

Travel Requirement

- This position requires travel over-the-road

Required Tools-of-the-Trade

- 1 ¼" Spud wrench

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41), reflective vest, shirt, or pant cuffs (for nighttime work), and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure. Other personal protective equipment may be required for specific projects and/or clients.

Equal Opportunity Statement

HJC Farms is an equal opportunity employer. HJC Farms strives to recruit and employ the most qualified personnel and provide equal opportunities for advancement, including promotion and training, without regard to race, color, religion, gender, national origin, sexual orientation, citizenship status, veteran status, and, to the extent provided by law, age, marital status, disability or any other protected class as defined by federal, state or local laws. HJC Farms is committed to a workplace free from harassment, intimidation, and coercion at all sites and in all facilities where employees are assigned.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. This Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name