

Revised 9/30/20

1.0 INTRODUCTION

- 1.1 The purpose of this job description is to establish and define the functional role, requirements, reporting relationships, authority, duties and responsibilities, and measurements of performance of the Residential Working Foreman of Appletech Design & Construction.

2.0 FUNCTIONAL ROLE

- 2.1 The primary function of the Residential Working Foreman is to oversee work of various phases of a project(s) and ensure quality and timely completion. This is a lead position which requires leadership skills and ability to meet goals. It also requires abilities in administrative responsibilities, such as completing paperwork and working with our customers. Additionally, our Working Foremen must be well versed in all the necessary elements of the construction project assigned.

3.0 REQUIREMENTS

- 3.1 Education
Preferred High School diploma or GED equivalent
- 3.2 Experience:
Required: Three or more years' experience in residential construction.
- 3.3 Skill, Knowledge, Abilities
Thorough knowledge of the work to be performed. Ability to communicate well with both management and crew. Ability to organize, plan, and direct crew and workload to successful completion. Ability to get along with people. Ability to read blueprints and do material take-offs.
- 3.4 Mental
Ability to maintain composure and act in a professional manner during occasional high stress conditions. Problem-solving skills and common sense. Ability to follow verbal and written instructions.
- 3.5 Physical
Body positions: Climbing, standing, sitting, walking, reaching, bending, and kneeling. Vision: Sufficiently corrected vision for reading written documentation and conducting visual inspections of job sites. Must be able to hear adequately with correction. Able to lift and move up to 100 lb. occasionally.
- 3.6 Working Conditions
Work occurs primarily in on site environment and may be indoors or outdoors. May sometimes involve heights and exposure to hot or cold weather.
- 3.7 Other—Must be approved by insurance company to drive company truck and have current driver's license to drive personal vehicle on company business.

4.0 REPORTING RELATIONSHIPS

- 4.1 Residential Working Foreman reports to Residential Construction Lead Superintendent..
- 4.2 Crews report to a Residential Working Foreman.

5.0 AUTHORITY

- 1. The Residential Working Foreman will coordinate with the Residential Construction Lead Superintendent regarding orders and schedule delivery of material and hardware available from local vendors for each project.
- 5.2 He/she has the authority to supervise the work and staff, subject only to the limitations issued by the Residential Construction Lead Superintendent or Project Manager, the company's Employee Handbook, any contractual agreements with the customer, company safety and OSHA requirements, and good management practices.
- 3. Make assignments to crew and organize work and crew as appropriate.
- 5.4 Recommend to the Residential Construction Lead Superintendent employees for hire and discharge. Train, coach, issue performance appraisals, disciplinary action or commendation, as appropriate. Performance appraisals must be reviewed with the Residential Construction Lead Superintendent before presentation. Disciplinary action may be reviewed after the fact, except for discharge, which must be reviewed prior. Has authority to dismiss employee for the day while potential discharge is being reviewed.
- 5.5 Enforces OSHA regulations and company safety requirements at the job sites.

6. DUTIES AND RESPONSIBILITIES

- 6.1 Complete phases on time, within budget. Ensure job quality and resolve quality problems.
- 6.2 Schedule the day-to-day activities of the crew. Ensure they are fully productive and efficient. Provide Residential Construction Lead Superintendent with information to revise formal job schedule. Coordinate activities of subs on the site in conjunction with the Residential Construction Lead Superintendent..
- 6.3 Complete project paperwork accurately and submit to the Residential Construction Lead Superintendent on a timely basis.
- 6.4 Train, coach, and mentor field crew to improve their skills and value to the company.
- 6.5 Inform the Residential Construction Lead Superintendent of extraordinary conditions. Meet with the Residential Construction Lead Superintendent regularly and as requested.

- 6.6 Coordinate with Residential Construction Lead Superintendent to ensure the timely availability of equipment, materials, and tools needed for a project.
- 6.7 Ensure that all jobs are compliant with OSHA and company safety requirements.
- 6.8 Maintain a positive working relationship with customer, subcontractor, and inspector while continuing to be an effective foreman and company representative. Ensure a smooth flow of communication throughout.
- 6.9 Represent management to the employees. Be fully supportive of management decisions. Set appropriate example to crew (i.e. first person on the job, last to leave).
- 6.10 Ensure an open line of communication via cell phone with Residential Construction Lead Superintendent which includes ensuring equipment is on and supplied with working batteries.
- 6.11 Assist crew members with Buildertrend Time Clock when entering time worked, appropriate job codes, etc.
- 6.12 Provide leadership to the crew. Train and coach, issue performance appraisals and disciplinary action as appropriate.
- 6.13 Submit change order requests or review such requests with Residential Construction Lead Superintendent and provide information as needed.
- 6.14 Ensure proper maintenance and security of tools and equipment.
- 6.15 At completion of phase of project, ensure quality workmanship, thorough completion of work, and readiness for the inspector. Do walk-through with Project Manager.
- 6.16 Any other duties as requested or as appropriate.

7.0 MEASURES OF PERFORMANCE.

- 7.1 No OSHA complaints in area of responsibility and no accidents which required medical treatment which could have been prevented by proper training or enforcement. Ensures safety on the job site.
- 7.2 Jobs were completed within the scheduled time frame.
- 7.3 Employees were properly trained, coached, and counseled, and problem performance and behavior was addressed. Provided good leadership.
- 7.4 Tools and equipment were properly maintained and secured.
- 7.5 There were no justified complaints by the customer about job quality.

7.6 Paperwork was properly completed and submitted.

8.0 ACKNOWLEDGMENTS

I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand the Project Manager or President have the right to change this description at any time.

Residential Working Foreman

Date

Appletech Design & Construction Representative

Date