



**TITLE:** Foreman

**JOB SUMMARY:** A foreman represents Wolf Construction in the field to site superintendents, subcontractors, vendors, employees, and other trades. He provides day to day supervision of on-site construction activities, leads field staff and subcontracted labor, creates daily objectives or game plans, and ensures Wolf Construction satisfies contracted scope of work.

**REPORTING:**

- Reports to Project Manager and General Manager
- Direct Reports: Crew Leads, Carpenters, and Laborers

**KEY RESPONSIBILITIES:**

- Reviews the progress on projects - Daily
- Provides knowledge and expertise of the scope of work to field labor
- 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)
- Coordinates work activities with the GC's field staff and other trades
- Represents Wolf Construction at jobsite meetings
- Works with Project Manager to complete change orders and gather signatures from GC's onsite supervision
- Holds Wolf Employees accountable to their performance requirements (being on time, staying busy, quality of work, team atmosphere, etc)
- Works with Project Managers to update progress, complete pay apps, and account for change orders or deviations from original scope of work
- Enforces safety guidelines as set forth by Wolf Construction
- Enforces all Wolf Construction policies and procedures to employees and subs
- Actively works with tool bags on, in performing scope of work and should be considered competent at his craft (trim, framing, siding, roofing, etc.)
- Serves as a competent person based on OSHA definitions
- Assists in the training of new Wolf Employees
- Provides basic service, fluid checks, fueling, and daily checks of forklifts
- Responsible for the care and treatment of Wolf Construction tools and equipment

**KEY SKILLS:**

- 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 read and understand blueprints, drawings, specifications and layouts
- Able to perform basic construction, demolition, and cleanup
- 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)

**FRAMING**

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



### **TRIM**

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

### **PRIVILEGES / AUTHORIZATIONS:**

- Assigned Company Vehicle on an as-needed basis (allocated for work use and reasonable amount of personal use)
- Fuel Card on an as-needed basis (reasonable amount of fuel for personal use)
- Company provided cell phone (reasonable amount for personal use)
- Needs approval to take tools from tool cage
- Authorized to make purchases with pre-approval from Supervisor
- Authorized to schedule 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 - \$25.00/hr)
- PTO (per years of service)
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Field staff rate
- Dental and/or Vision Insurance – Payroll deduct
- Life Insurance – Base policy w/ option to payroll deduct additional amounts