



GENERAL FOREMAN JOB DESCRIPTION

PRIMARY FUNCTION:

Provide field supervision for a substantial portion of a large project or the entirety of a small contract (less than \$3Mil). Supervise a crew of 6-10 tradesmen and laborers ensuring that work is being installed correctly, productively, and in a safe manner. Plan and execute large sections of assigned projects with minimal direction from the Superintendent. Provide leadership to crew members which sets a good example for all areas of work performance. Insure the crew has the necessary materials, tools, & equipment to perform the work in a productive manner. Understand and enforce company safety policies so that his crew works safely without injuries. This position reports directly to the Superintendent, Project Manager or Project Executive as applicable.

GENERAL DUTIES:

1. Understand and be an advocate of the ACE Vision – Building To Last
2. Provide leadership, support, training and mentorship of crew members
3. Review, become familiar with and comply with ACE policies and procedures
4. Comply with ACE payroll department policies
5. Comply with ACE Yards procedures with regard to operated equipment, small tools and various yard services
6. Comply with and support ACE safety policies
7. Provide mentorship and training to ACE apprentices
8. Attend regular ACE management and training meetings

PROJECT DUTIES INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

1. Read specifications and review plans in detail
2. Assist the Superintendent in setting up the jobsite trailer and connect all utilities
3. Locate existing & future underground utilities by checking & coordinating with utility companies.
4. Assist the Superintendent in establishing and/or checking benchmarks, staking property corners and structure locations.
5. Set up fire protection plan per OSHA guidelines
6. Install jobsite bulletin board, post all required information and install signs as needed
7. Setup trash disposal system and arrange for periodic removal from jobsite
8. Setup jobsite security to control access and to protect employees and the public
9. Read all Subcontract agreements
10. Supervise crew members on a continuous basis
11. Prepare daily timesheets using Sage Construction Anywhere program and submit to payroll dept
12. Prepare daily reports documenting jobsite work activities
13. Review weekly labor productivity reports for accuracy of labor distribution
14. Inform the Superintendent or Project Manager when equipment, tools and materials are needed.
15. Diligently ensure that crew members show up on time, work a full 8 hour day, and adhere to lunch & break time limits
16. Adjust crew composition and size as necessary to meet job requirements



17. Schedule hoisting and crane use to achieve a maximum benefit of equipment and subcontractor usage
18. Participate in regular Schedule review meetings. Utilize short term schedules for daily planning of work.
19. Perform work consistent with the highest quality standards and minimize/eliminate need for rework
20. Provide a safe work environment for crew members
21. Comply with OSHA regulations
22. Enforce ACE safety policies
23. Enforce drug/alcohol policy
24. Maintain a clean job site
25. Maintain equipment in safe operating order and routinely inspect equipment for wear & proper maintenance procedures.
26. Report anticipated special risks to Superintendent.
27. Maintain a good relationship with the Inspectors, Subcontractors, and Job Staff.
28. Obtain all final inspections and certificates required on project
29. Complete punch list work
30. Demobilize ACE trailer and equipment from jobsite