



## **Construction Foreman Job Description**

(this list is not to be considered as all inclusive)

Plan, construct and install stairs, framing, doors, and windows, trim work, cabinetries, other millwork, hardware, and finish accessories. Daily tasks include but are not limited to reading plans, prints and project specifications, planning material needs, laying out material, cutting material, assembling millwork components, installing material and millwork, cabinets and finish components, steel stud framing, applying fillers and/ or chalks as required, inspect and maintain tools and equipment associated with the task.

- Follow, manage, and enforce all jobsite, company, and OSHA safety regulations, rules, and policies
- Complete and submit daily logs along with progress photos
- Plan at least two weeks ahead and prepare look ahead schedules
- Desire to work with a team and capabilities to work independently
- Capabilities to problem solve in the absence of project management and site superintendent
- Read and interpret prints, plans, and specifications to determine material needs and application process.
- Request material, fasteners, and other miscellaneous supplies.
- Inspect received material and supplies to ensure they meet specifications with no damages, and everything accounted for.
- Determine sequence of installation to maximize efficiency by prior planning of the work.
- Prepare, as required, all surfaces that require installation of finish components.
- Install backing or support systems if required.
- Prior to cutting materials, determine material layout to reduce cut-off waste.
- Calculate all cut angles to include compound, mitered and compound miters.
- Cut or supervise the cutting of material required for the task.
- If applicable apply finishes, sealers, or other substances to material.
- Preassemble components of millwork or other finish products in preparation for installation.
- Inspect prepared material for completeness and to ensure it is free of defects.
- Apply or assemble material and fasten with applicable fasteners according to plans, prints and/or specifications. Especially review any truss specifications for accuracy.

- Inspect to ensure proper fit.
- Apply required fillers, etc. to achieve acceptable standards according to installation instructions, specifications, or normal trade standards.
- Select proper tools for the applicable task.
- Inspect tools for functionality and safety.
- Identify defective tools / equipment and notify the Field Project Manager immediately.
- Complete minor, authorized, repairs of tools and equipment.
- Conduct routine cleaning and maintenance of tools and equipment according to owner's manual.
- Assess cleanliness and safety of work site daily and notify Superintendent or Project Manager of any needs for personnel or equipment.
- Qualified in operating telehandlers, skid steers, forklifts, etc.
- Lead and train Apprentice Carpenters on your team.