



Job Description

Job title	Foreman
Reports to	Superintendent

Job purpose

Enable the completion of jobs in a timely manner by scheduling and overseeing their crew, ensuring equipment and materials are sufficient, repairing and maintaining equipment, training crews and assisting with special projects as assigned. Additional duties include handling communications with clients, placing barricades for special jobs and documenting completed work. Work to obtain the highest customer rating possible.

Duties and Responsibilities

- Implement a safety culture that complies with Rusin's safety standards by ensuring a safe jobsite and awareness to all surroundings.
- Complete the "Rusin Daily Focus" form accurately and turn in each day.
- Supervise workers on your jobsite with the task specific required PPE.
- Verify scope/details on each jobsite to ensure documents and expectations are understood.
- Document all activities on a T&M form that are not base bid contract work for change order recovery.
- Manage, maintain and inventory all Rusin equipment, vehicles and tools.
- Ensure all company trucks are organized and stocked for each daily activity.
- Work with Rusin's Mechanic, to repair/maintain Rusin equipment and vehicles.
- Complete DVIR's and turn in weekly.
- Ensure concrete installation meet Rusin's and our clients' quality standards.
- Maintain a clean jobsite and hold crew accountable for daily housekeeping.
- Supervise and manage all materials on site and ensure proper material handling.
- Manage manpower for good efficiency along with minimizing over time.
- Communicate with Field Superintendent to adjust manpower as necessary.
- Supervise and double-check all field measurements for accurate concrete orders.
- Coordinate with Field Superintendent for concrete placements, pumps and special equipment needs.
- Assist with employee management by communicating information necessary for verbal/written warnings and terminations.
- Perform other duties as requested.

Qualifications

- Education: High School diploma
- Experience: Three years of experience in concrete Flatwork/Structural related work.
- At least one (1) year of supervisory experience; proven ability to lead crews.

- Minimum one (1) year general construction experience.
- Ability to read grades on stakes.
- Ability to read and understand blue prints and drawings.
- Ability to use all types of hand tools.
- Ability to create effective working relationships with employees and the general public.
- Ability to effectively motivate employees to work.

Working Conditions

- May be expected to travel out of town to work on projects.
- May usually work irregular hours and often work early mornings, weekends, shift work and possibly be on call. Generally, work longer hours in summer.
- Work in all weather conditions such as noisy, wet, cold, hot, dirty, windy and dusty environments.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, talk, hear, walk, use of hands and fingers, material handling, operate tools and equipment. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl.
- The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

- Leadmen, Carpenters, Finishers and Laborers