

## **Job description:**

### **Construction Project Foreman**

Title: Foreman

Emphasis on:

Reports to: Project Executive, Project Manager, Superintendents and President

Supports: Project Executive, Project Manager, Superintendent, Foreman, and President

### **Essential Duties & Responsibilities**

This job description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned. They may be subject to change at any time for reasonable accommodation or any other reason.

ECS requires a dynamic Project Foreman to ensure quality and cost controls on each project, while ensuring customer satisfaction by identifying and exceeding client's needs, through direction of daily operations on your projects, including responsibility for overall safety, direction, completion, and financial outcome of construction projects, and through:

Leading the project team through construction:

- Representing ECS's vision, mission, and experience
- Responsible for oversight of all field operations on your projects
- Responsible for coordinating, directing, and supervising the quality of work and direct labor
- Coordinating materials and equipment needed, along with pump trucks, city inspections, and testing
- Ensure that the requirements of the project are met with respect to safety, schedule, quality control and cost control
- Resolve site issues that may be out of the control of our office project managers
- Managing multiple projects concurrently
- Directing the work of each crew member under you, according to owner, GC and architect requirements
- Mentoring and managing your crew through the life of a project
- Maintaining consistent and effective communication with all team members including leadership of on site, crew discussions
- Responsibility for your project field cost controls
- Quickly and professionally resolving all issues that may arise with the project on the jobsite and notifying the appropriate parties
- Acting as a hospitable point of contact between ECS vendors and owners/GC throughout job scope, communicating effectively on a day-to-day basis to ensure the delivery of excellent projects
- Ensuring minimal impact on the jobsite and a zero-punchlist through continual communication with field employees

- Owning the job by, consistently reviewing plans, drawings, specifications, and communicating with all team members

Successfully closing out projects:

- Overseeing punch list process alongside foreman and crew, acting as a point of contact for GC and owner

ECS Distinctives:

- Maintaining positive and transparent relationships with owners, GC, ECS office staff and subcontractors
- Assuming responsibility on the jobsite for any issues that could arise, handling in a timely fashion with positivity and professionalism
- Finishing projects as strongly as they're started
- Mentoring project foreman and maintaining solid relationships with field employees
- Maintaining a proactive vs. reactive attitude and work ethic

### **Knowledge, Skills, and Abilities**

- Ability to read, understand and implement project plans and documents
- Ability to manage several tasks at once and exercise independent judgment related to daily administration of projects.
- Solid written and verbal communication skills, with the ability to relay highly detailed information between project managers, foreman, field crew, subcontractors, and architects/engineers.
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for onsite items.
- Able to work in a team environment and communicate effectively.
- Dynamic, entrepreneurial, disciplined and organized personality.

### **Summary**

- Oversight of field operations
- Organize, facilitate, motivate, and communicate
- Set and maintain customer expectations
- Ensure project quality and cost control
- Resolve issues during construction