

Foreman Job Post

Areas of Responsibility

- Manage company project to ensure they are executed in a professional, high quality and safe manner at all times. Prepare schedules, ensure required materials are available, monitor project budgets, and prepare all required paperwork (submittals, RFIs, change orders, pay applications), as required.
- Identify prospective jobs to bid, attend preconstruction meetings and pre-bid job walks, and prepare estimates for the upcoming jobs.
- Assist with marketing company services to key customers, as directed.
- Assist with developing and maintaining quality relationships with customers, suppliers and vendors.
- Work as part of team to accomplish the company's goals and objectives.
- Promote and maintain a safe working environment at all times.
- Inspect property and physical damage on construction and mitigation properties.
- Examine claim liability as it pertains to properties that require construction and mitigation restorative work
- Prepare and process documentation to support the work that we provide services for.
- Consult with Subcontractors and employees on job sites regarding job specific inquiries.
- Perform score of work to forecast services that are needed
- Participate in project planning/bid acquisition.
- Establish and adhere to project budgets.
- Coordinate labor and material requirements for onsite projects as needed
- Resolve onsite issues and vendor upset as needed
- Inspect/approve all work prior to marking as "completed"
- Hold all team members accountable to following established procedures
- Provide appropriate updates to Property Owners regarding ongoing projects

Management

- Provide clear verbal and written communications.
- Maintain a positive attitude and address issues with a proactive problem-solving approach.
- Communicate with Operations Manager and Vice President regularly on project status and company opportunities, as well as risks or challenges e.g. presented by third parties like community activists, regulators and competitors.
- Attract & maintain staff through recruitment, training and managing of employees.

Qualifications

- Ability to generate an AIA Document and submit for review.
- Proficiency in project management.
- Extremely proficient in Excel and Microsoft Office Suite programs.
- Excellent, proven interpersonal, verbal and written communications skills.
- Demonstrated ability to work within a team environment.
- Effective problem-solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.

- Proficiency with office computer equipment and software.
- Demonstrated ability to multi-task and work in a fast-paced environment.
- Proven ability to cope with conflict, stress, and crisis situations.
- Strong analytical and math skills
- Effective written and oral communication

Requirements

- At least 2+ years' experience in Waterproofing, Masonry and/or Construction Management. Experience including exposure to project management and project operations. OR a Bachelor's degree in Construction Management, Engineering, or similar.
- OSHA 10 Certification
- OSHA 30 Certification
- Valid Driver's License
- Valid Construction Supervisor License

Benefits

- 401(k) plan to help you save for retirement.
- Opportunities for growth and development at all stages of your career

Job Type: Contract, Full-Time

Salary: \$25.00 - \$50.00 per hour

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

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