



Job Description: Site Foreman / Supervisor

As site foreman you will ensure that the workers on site are following correct work procedures and safety precautions. You are expected to assess job priorities and assign workers accordingly. You will ensure that work is on schedule and hold meetings both with the construction crew and upper levels of management to give feedback. As foreman you will be in charge of workers and may be required to oversee small projects and ensure the project is completed successfully.

Foreman duties include:

- Monitoring and overseeing work on projects.
- Planning and ensuring works are completed to the highest of standards and in line with the construction phase programme.
- Understanding and interpreting drawings, specifications and Bills of Quantities.
- Being able to communicate well in a written and verbal manner, including inductions and explanation of work; working with all staff, from site workers to directors, in a professional and fair manner; working closely and maintaining good working relationships with members of your site team at all times.
- Ordering and overseeing deliveries and recording of materials and plant delivered to site.
- Resolving any problems which arise during the completion of the works.
- Liaising with architects, engineers, surveyors, clients, planners and other professionals and specialists consultants.
- Ensuring that work completed complies with building regulations, health and safety legislation and other relevant legal requirements.
- Completing all relevant weekly paperwork associated with the site and project, including recording and requesting information on RFIs, CVIs and day work sheets.
- Attending monthly site meetings with the Contract Manager, reporting on the progress of works.
- Working in line with the company's ISO 9001:2008 Quality Management System.
- Overseeing health & safety aspects on site and carrying out daily safety checks, along with completion of weekly safety report; training of new employees and induction of site workers.
- Having a clear understanding of all works involved; company rules; and checking RAMs, ensuring they are fully complied with during the works and correct procedure followed at all times.
- Reporting and recording site incidents, dangerous occurrences, accidents and near misses on your site and reporting these to the appropriate Contracts Manager.



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Skills

You will be able to delegate responsibilities; supervise and work with teams; work to a high standard; be detail oriented and positive; have good communication and IT skills; show leadership and negotiation; liaise with clients and co-workers; be experienced in stress management and problem solving; understand construction drawings

Being a foreman means being able to multitask, manage high stress situations and resolving issues efficiently. It is very important that you are very aware and conversant on safety regulations and be able to enforce them, to ensure the safety of workers and equipment.

Qualifications & Experience

Previous experience in a similar role or skilled tradesman is essential

An appropriate Further/Higher Education qualification i.e. NVQ level 3 or above in construction / building management or other construction related qualification is desirable.

An approved qualification in First Aid at work/appointed person, Site Management Safety Training Scheme (SMSTS) or similar, Scaffold Awareness and Asbestos Awareness would be advantageous.

A valid CSCS Foreman/Managers card would be advantageous.

A current valid driver's licence is required to carry out this role.

Salary

A Competitive Salary is offered which will be based on the qualification and level of experience in the construction industry.

Previous experience in a similar role or skilled tradesman is essential.

Working hours and Environment

A standard 40 hour working week is normal, working Monday to Friday, 8am to 5pm, with two half hour breaks, although you will be expected to work some evenings and weekends on occasion to meet deadlines, if required. You should expect to carry out work in all weathers, although not at the expense of the safety of employees.