



117 NE 5<sup>th</sup> Street, Ste. D • McMinnville • OR • 97128  
Phone 503-472-7402

## Construction Foreman Job Description

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### **JOB DUTIES**

At Winsome Construction we have a close knit, strong team of people working intensively to create a better product for the sake of our clients, our community and our environment. We are committed to smart, high performance structures that meet the needs of our clients. Our commitment to excellence is palpable in the atmosphere of our work environment. We constantly work to develop and fine tune our process discipline to consistently produce a superior product for our clients.

We hire great members of our team and give them a great place to work. In our team members, we look for motivated, organized and efficient individuals who are dedicated to personal and professional growth and also are committed to the vision of our company. We offer a positive culture, a strong, supportive team environment and a dedication to constant improvement, striving for mastery.

We are looking for an exceptional Construction Foreman who will be a proactive and productive member of our Winsome team to coordinate operations and oversee workers at construction sites. As the point of reference of both workers and supervisors, you will be a key person for the completion of a project. A construction foreman has a solid background in the field. Your leadership skills and your extensive experience have earned you the ability to direct the work of others and make quick decisions. You must be well-organized and favor safety above everything else.

A construction foreman must be the master of many different skill sets and scenarios. He or she must be able to plan ahead and yet respond on their feet. They must be a master communicator, planner, and safety expert. They must make sure the project will be completed on schedule and at high quality. Having quality tools that promote safety and productivity are essential to every construction foreman and his team's success.

## **Construction Foreman Responsibilities**

- Coordinating construction work according to priorities and plans
- Ensure manpower and resources are adequate
- Produce schedules and monitor attendance of crews, both Winsome and subcontracted crews
- Coordinate essential personnel on-site.
- Schedule work for the Winsome crew. Allocate general and daily responsibilities.
- Supervise and train workers and tradespeople
- Manage supplies, materials, and equipment.
- Read and interpret site plans, construction drawings and scopes of work.
- Guarantee quality standards are met.
- Maintain a professional appearance and attitude while on job sites, especially in front of customers
- Resolve problems when they arise
- Perform construction work duties including but not limited to:
- Specialty carpentry and/or other construction projects as defined by the Site Superintendent and Project Manager.
- Miscellaneous punch list and warranty items on jobsites
- Clean up labor on jobsites as needed
- Pick up/Delivering materials to jobsites as needed
- Serve as Safety Coordinator
- Guarantee all safety standards are met
- Communicate and enforce all safety regulations.
- Ensure that crew wears appropriate protection at all times when required,( i.e. safety glasses, hard hat, etc.)
- Participate in required safety training
- Supervise the use of machinery and equipment
- Handling Functions of Personnel
- Keep track of all time in BuilderTrend and miles and expenses in an organized spreadsheet
- Assist in oversight of time card submissions of crew through BuilderTrend.
- Work with all field staff to ensure a clear accounting of work completed
- Submit Daily Logs on BuilderTrend for all job sites and ensure that all crews have submitted Daily Logs.
- Attend staff meetings when required
- Report Progress
- Report on progress to Site Superintendent and Project Manager

## **Core Competencies**

- Proven experience as construction foreman
- In-depth knowledge of construction procedures, equipment and OSHA guidelines
- Well developed carpentry and general construction skills.
- Ability to work with hand and power tools
- Ability to read drawings, plans and blueprints
- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in math
- Problem-solving abilities- Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications and costs

- Interpersonal skills- Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.
- Safety Skills- OSHA, First Aid and CPR training are a plus
- Good physical condition and stamina. Ability to:
- Work in extreme temperatures,
- Stand and walk for a long period of time
- Lift heavy objects
- High school diploma or diploma in a skilled trade (electrician, carpenter etc.)

## **JOB REQUIREMENTS**

- Minimum 5 years of experience working as a skilled carpenter in residential construction, with a minimum of 2 years experience with supervisory experience
- Valid driver's license
- High school diploma or equivalent
- First Aid and CPR certification
- Will need to successfully pass a drug test
- High school diploma

## **JOB DETAILS**

SALARY: DEPENDING ON EXPERIENCE

HEALTH AND DENTAL BENEFITS

PAID TIME OFF- VACATION AND SICK

**WINSOME IS AN EQUAL OPPORTUNITY EMPLOYER**