

Foreman

Summary of Responsibilities

Our growing construction firm is looking for dedicated Foremen to oversee our construction crews. The ideal candidate has excellent communication and multitasking skills, a positive attitude and a strong work ethic. You will need strong math, communication, planning, and budgeting skills. We will require you to know the trade and construction process inside and out, and require you to do most job site calculations, cost analysis and communicate regularly with both your team and your supervisors to ensure successful project completion. Qualified candidates, please contact Jalin Phelps at 414-316-4012 or jalin@jcp-construction.com.

Necessary Skills for a Foreman

- Strong knowledge of their trade
- Ensure the crews progress efficiently to meet deadlines
- Communications skills.
- Strong leadership.
- Ability to lead by example.
- Ability to educate new employees.
- Coordinating with the master schedules and providing labor plans to ensure the job stays on schedule.
- Understanding of job cost codes/ classes.
- Understand how to read and use basic excel spreadsheets
- Ability to track production daily and input quantities into B2W software.
- Able to navigate Procore to share information needed.
- Be able to be a stand a lone foreman on trade packages as well as being able to work well with a superintendent
- You will need a formal apprenticeship or vocational training degree to enter. You are also ultimately responsible for quality control.

General Requirements

- Bachelor's degree in a construction management field (preferred)
- 5+ years of commercial construction and project planning experience
- Strong leadership and communication skills
- Expertise in budget and vendor management
- Must be professional and polished in appearance and speech
- Exceptional customer service skills and professional phone manner
- Computer proficiency utilizing Microsoft Office Suite software (Word, Excel, Outlook, Power Point) and other applicable software programs.
- Demonstrate flexibility and is adaptable to change.
- General knowledge of office protocol, routines and procedures.
- Ability to read and comprehend plans and specifications.
- Strong attention to detail, problem-solving skills and ability to meet deadlines.

Duties

- Making sure everyone is working in accordance to OSHA regulations.
- Ensuring quality work and correct practices.
- Leading crews to complete specific projects.
- Correctly order materials for the crew members
- Overseeing training of new crew members.
- Communicating to project managers/supervisors.
- Reading plans and specs to understanding the full scope of work.
- Documenting scope gaps when they arise.
 - Getting signed extra work tickets signer when extra work is preformed
- Reporting RFI's needed and constraints so that crews can maintain proper workflow.
- Filling out daily job logs