

# CAREERS

## Foreman

The Foreman acts as the main contact for all field personnel and for all materials and tools on site. He/she is also responsible for coordinating and facilitating communication between various trades to ensure a steady progression of the building schedule.

## Qualifications

- Knowledge of workplace safety requirements and procedures in the commercial/institutional construction industry
- Knowledge of appropriate materials, methods, and the tools required in various construction processes
- Proficiency in the practical application of carpentry principles, techniques, and procedures
- Basic survey knowledge and skills to operate transits, builder's levels, rotating laser levels, and total stations
- Experience with routine maintenance operations
- Effective time management and organization skills
- Strong communication and reporting skills
- Able to read building specifications, blueprints, and as-builts
- Mathematical skills and analytical skills necessary to perform material and labour estimates
- Receptive to change - can adapt quickly to changing circumstances
- Proactive in ensuring job knowledge is current
- Basic computer skills, including Microsoft Outlook, Excel, and Teams
- Familiarity with Viewpoint Field View software is an asset

## Education/Licenses

- Completion of college, vocational, or technical training
- Journeyman carpentry ticket or relevant industry experience/training
- Certificate(s) required to operate applicable equipment
- Able to obtain security and vulnerable sector clearances
- Valid driver's license

## Experience

- Minimum two (2) years' experience as a Foreman in the commercial/institutional construction industry
- Minimum five (5) years' experience as a journeyman carpenter in the commercial/institutional construction industry

## Functional Responsibilities

- Develop and implement inventory systems for construction materials, small tools, and construction products (e.g.: dimensional lumber, steel forms, barrier walls, chipping guns, plate tampers, grouts and sandblast sand, etc.)
- Report on activities, maintaining the site to ensure workplace safety
- Serve as main contact for all field personnel, and for all materials and small tools on site
- Work closely with superintendent, carpenters, labourers, and trades to ensure project is running smoothly
- Inspect all equipment and materials when returned to the yard; thoroughly check equipment to make sure it is in working condition, and store materials in an orderly fashion
- Work with Equipment Manager to develop a scheduling system to coordinate, track and provide trucking for delivery of materials to jobsites and manage resources in and out of the yard
- Implement efficient storage methods, yielding ready accessibility of materials, permitting efficient space utilization and flexibility of arrangement, minimizing material deterioration and allowing ease of physical inventory

## Working Conditions

- Working with tools and various construction materials
- Lifting, pulling or pushing, carrying, and manipulating objects of up to 50 lbs
- Walking and standing for long periods of time
- Bending, crouching, and crawling
- Climbing ladders and working at heights
- Use of Personal Protective Equipment (PPE) is required (e.g.: hard hat, safety boots, etc.)
- Working near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt
- Good manual dexterity
- Noise level is generally loud
- Additional hazards associated with the construction industry
- Driving a company vehicle and/or operating equipment