

CAREERS

Foreman/woman

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The Foreman/woman acts as the main contact for all field personnel and for all materials and tools on site. They are 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
- Able to read and understand building specifications, blueprints, and other construction documentation
- Understands operation of mechanical and electrical building systems and components, and experienced with routine maintenance operations
- Mathematical and analytical skills necessary to perform material and labour estimates
- Basic survey knowledge and skills to operate transits, builder's levels, rotating laser levels, and total stations
- Effective time management skills
- Highly organized and able to prioritize responsibilities
- Strong communication and reporting skills
- Strong attention to detail
- Adaptable and receptive to changing circumstances
- Proactive in ensuring job knowledge is current
- Basic computer skills, including Microsoft Office (Outlook, Excel, and Teams)
- Must be willing to work out of town if/when required

EDUCATION/LICENSES

- Journeyman carpentry ticket or relevant industry experience/training
- Certification in various safety-related disciplines (First Aid/CPR, Leadership for Safety Excellence, Construction Safety Training System, WHMIS, etc.)
- Certificate(s) required to operate applicable equipment
- Able to obtain security clearances if required for project
- Valid driver's license

EXPERIENCE

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

FUNCTIONAL RESPONSIBILITIES

- Observe and comply with all health and safety regulations, following and promoting safe work practices and procedures at all times
- Work closely with superintendent, carpenters, labourers, and trades to ensure project runs smoothly
- Train, mentor, and supervise carpenters and labourers
- Participate in and promote Lean practices and processes, with the goal of continual improvement and reduction of waste
- Develop and implement inventory systems for construction materials, small tools, and construction products (ie: 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
- 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, and minimizing material deterioration

WORKING CONDITIONS

- Construction environment (regularly working near moving mechanical parts/equipment and in outside conditions that include inclement weather, heat and humidity, exposure to dust, asphalt, and noise)
- Working with various tools and 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.)
- Additional hazards associated with the construction industry

- Driving a company vehicle and/or operating equipment