



FOREMAN Job Description

Reports To: Supervisor
Travel Required: Local, up to 100%

Department: Field
FLSA Status: Non-Exempt

Neubert Construction Services Inc. builds projects that connect and improve communities. We have proudly provided civil construction services to residential, commercial, and municipal customers in the Southwest Florida area since 1995. We are committed to excellence and approach each project with integrity to deliver safe, high-quality, efficient work with minimal inconveniences to the community.

Position Overview

As a Foreman, you will lead and supervise a crew of team members on an assigned work site. Will manage fence and gate installations ensuring team is working safely and efficiently, plans and schedules are followed, and project progress is communicated to the supervisor. Foreman must have excellent leadership and time management skills with high attention to detail to see projects through to completion. In this position you will estimate manpower requirements and materials, maintain inventory of materials and equipment, complete a daily progress report for assigned work, and ensure weekly time sheets are accurate for yourself and your crew. Foreman are held accountable for the quality of work done by their crew and will enforce all company guidelines and correct safety practices.

Job Requirements / Essential Functions

Essential functions may include the following tasks, knowledge, skills, and other characteristics. This list is not a comprehensive listing of all functions and tasks performed by this position, nor does it necessarily list all possible duties that may be assigned. Must be able to perform the physical demands of the job.

- Ability to effectively plan, direct, and supervise the work of skilled and semi-skilled workers. Must be able to make quick decisions, estimate labor and materials, and consult blueprints and drawings.
- We value safety first. You are responsible for enforcing the company safety policy for all members of your crew. Practice safety in your every move, hold bi-weekly safety crew meetings, and report any unsafe work practices, injuries, or hazards immediately to the supervisor.
- **HEAVY WORK:** Requires use of all limbs, dexterous and steady use of hands and arms for long periods of time. Occasional lifting up to 75 lbs., routine lifting up to 50 lbs., up to 20 times per hour; constant use of large hand tools for moving and grading earth, reaching at or above shoulder height with materials, forms, and tools on a regular basis, 1 to 10 hours per day; any combination of standing, bending, climbing, balancing, kneeling, crouching, reaching, handling, and walking, 8 to 10 hours per day.
- Willingness to work outdoors in all weather conditions and uncontrolled environmental conditions.
- Work trucks are assigned to each crew and must be maintained, kept clean, and well-organized. Will ensure the proper tools and necessary materials are on the truck and will also inspect and maintain truck supplies and equipment, such as gas, oil, water, tires, lights, and brakes to always ensure in proper working condition.

- Must be flexible as work sites can change as a function of work availability and be able to work different shifts, up to 12 hours, and overtime as required by the work.
- Assist with crew training and be willing to help other team crew members as needed. We are one company, one team. Keep a positive attitude and be able to work well with others.
- Lead by example. Be on time every day, be prepared, well-organized and mentally present.

Tool Requirements

The company supplies all power tools, large tools, mechanical equipment, personal protective equipment, and heavy machinery as needed to complete the job. **The employee is required to provide the small tools necessary to perform the work.** These items will not be provided by the company, but we do offer a tool purchase program in order to equip you with the tools required:

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| ➤ Hammers | ➤ Measuring tapes |
| ➤ Hand saws | ➤ Squares |
| ➤ Tool belts | ➤ Nail pouch for tool belt |

Constant and proper use of all tools and personal protective equipment is required at all times. All tools, equipment, and machinery must be operated in a safe manner and in accordance with the manufacturers' recommendations. All employees are responsible for inspecting tools for breakage, defect, and excessive wear before each use. Any unsafe tools or equipment should be reported immediately to your supervisor.

Skills / Knowledge / Training

Must have working knowledge and demonstrated skill regarding: simple math, reading and writing English, communication and interpersonal skills, listening to and following instructions, and hard physical work. Prior construction leadership and project management experience is preferred. **Minimum age of 18 years.**

Immediate training may be required for safe equipment operation, proper tie-off procedures, hoisting signals, and hazardous material recognition. Team members will also receive ongoing training and be required to identify and demonstrate basic position responsibilities as outlined in our training program by the completion of your first 90 days of probationary employment.

At Neubert we invest in the development of your career and believe that a well-trained team, dedicated to continued growth of your knowledge base and skills, and always encouraged to contribute, are those that will achieve success!

Thank you for your interest in Neubert Construction Services, Inc.