



IDAHO STAGE CONSTRUCTION

GENERAL FOREMAN JOB DESCRIPTION

JOB TITLE: GENERAL FOREMAN
HOURLY: DEPENDING ON EXPERIENCE
PAYROLL STATUS: NON-EXEMPT

SUMMARY & KEY RESPONSIBILITIES:

Includes, but is not limited to: The General Foreman coordinates all site construction activities and supervises all field personnel as required to successfully complete the project on schedule and within budget. This includes maintaining the highest quality, supervising all trade and field personnel, while administering good construction safety practices with all on-site activities. Maintains the job site office and closes out projects..

GENERAL FOREMAN RESPONSIBILITIES:

- Coordinates and supervises all construction activities.
- Directs all field personnel to achieve completion of the project on schedule, within budget, with quality workmanship that conforms to original plans and specifications.
- Maintains construction schedule, identifies and solves problems.
- Orders materials and schedules inspections as necessary throughout the process.
- Understands the project plans and specifications.
- Maintains positive relationships with customers, subcontractors, suppliers and other employees.
- Prepares, schedules and supervises completion of a final punch list.
- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately.
- Ensures all company employees and contractors are adhering to the company safety policy.
- Maintains an organized job site, including the construction office.
- Maintain daily log of activities and site conditions in Foundation Soft.
- Ensure accurate daily documentation of work orders/tickets and understand subcontractor scope of work to avoid unnecessary change orders.
- Understands ADA Requirements.



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JOB REQUIREMENTS

Simply put, we're not a temp agency and don't just hire anyone. In fact, we're highly selective, committed to hiring only those that are highly skilled in their trade with unwavering reliability, strong workethic, and a desire to be the best.

SPECIFIC REQUIREMENTS:

- 4 years of experience as a General Foreman.
- Strong work ethic.
- Ability to read blueprints.
- Working knowledge of Foundation Soft ERP, Microsoft Excel, Microsoft Word, and Internet.
- Strong attention to detail.
- Strong competency with computer and software programs.
- Strong keyboard / typing skills.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position.

Employee Acknowledgement:

Employee Signature

Date