Site Foreman and Safety Expert

Job Overview:

To provide daily crew management and act as primary point of contact communications for all construction crew related activities, with emphasis upon site safety program, quality assurance, and project schedule. Foreman will provide on-site coordination for the daily construction crew activities, ensuring that all safety requirements and construction standards are strictly followed.

Skills and Characteristics

Site foreman must have:

- Analytical mindset with detail-oriented and list-based thinking
- Excellent written and oral communication skills, interpersonal skills, basic computer skills emphasis on Microsoft Office
- Good charisma and social personality with ability to adapt communication based on audience
- Either OSHA-10 or OSHA-30 certification, or be willing to obtain this through online training prior to project start
- Ability to read plans
- Understanding of employment standards and company policies knowledge
- Understand company and project safety programs with forward thinking to future weekly training topics
- At least 3 years of site foreman on a wood-framed construction site and/or multi-family construction site with references and/or multiple job sites with concurrent building experience

Responsibilities and Duties

The Foreman's responsibilities include but are not limited to:

- Run daily tailgate meeting at 7:30am Monday to Friday for all crew members
- Contribute to Thursday morning production meeting with all crew foreman, owner's representative, architect, and project management
- Perform quality control duties and responsibilities regarding the work being performed on daily basis
- Maintain daily journal and report daily activities and production to the Project Manager
- Identify conflicts in the construction progress and communicate them to the Superintendent for resolution
- Communicate with owner's representative for all owner-supplied materials needed; maintain a 3 week running projection of needed materials
- Ensure work area is always kept in a safe, clean, and organized manner

As a key part of the company and the client, the Foreman has a further role as a crew manager. The Foreman has the following specific areas of responsibility:

- Provides site orientation training to ALL NEW EMPLOYEES, governs with accountability, administers performance evaluations and recommends employment status changes for Foreman direct reports.
- Foreman is required to be involved and supportive of the daily project operation and coordinate the crew to ensure the daily production and project schedules are maintained.

- Communicate the daily work activities to and with the crew during the daily toolbox meeting
- Assign individual crew member work activity task, in particular when a unique event is occurring (such as a large concrete pour)
- Recognize, address and resolve issues/problems among crew members
- Ensure compliance with company general guidelines and code of conduct
- Foreman is responsible to report crew **and equipment hours** to project management in a daily basis

Safety

The Foreman, is the primary employee responsible for the crew safety, and promotes safe working conditions, identifies and addresses hazards, and works to proactively prevent hazards from emerging in the first place. As Foreman, you are fully knowledgeable of the company's Safety Program and:

- Knowing and understanding the requirements of the OSHA standards and regulations and ensuring their compliance
- Knowing, understanding, communicating and following company safety policies and procedures.
- Lead mandatory daily safety toolbox meetings as well as weekly Monday morning safety training
- Foreman is responsible to ensure traffic control and work area safety setup are in compliance each day prior to commencement of work and maintained throughout the workday
- Foreman is responsible for the vehicle and equipment preventive maintenance, safety checks, and cleaning per company standards

Planning & Scheduling

The Foreman is responsible for following project plans and project schedules to ensure the crews under his/her direction perform daily and weekly activities to meet production goals. The Foreman shall share a consistent dialogue with the owner's representative and project management regarding the daily crew production and have a clear understanding of the overall production schedule.

- Communicate the general work requirements into a prioritized work plan for the crew
- Work with the crew to overcome daily challenges
- Periodically reassessing daily goals to meet forecasted production

Quality Assurance

- The Foreman is accountable for ensuring that all work completed meets the OCIP's quality assurance goals, policies, and procedures. Foreman shall be the company point person, held accountable for all quality of crew construction-related issues.
- On-site assessment prior to commencing work to ensure that the job is ready and addressing any concerns
- Overseeing the execution of the work, including quality and production, ensuring that the crew works to job specifications and follows the plans
- Inspecting and measuring completed work
- Further, work with all inspectors for work to ensure access is safe and all inquiries are answered as quickly as possible

Meetings & Communications

- Attends and participates at the project pre-construction meeting

- Conducts field meetings with utility locate companies to resolve utility conflicts
- Attends and participates at the daily workforce field meetings conducted by the Superintendent
- Presides over daily toolbox meeting to include but not limited to: general safety, site-specific safety, daily work plan, and production goals
- Knowledge, Skills & Abilities

Skills nice to have:

- Equipment certification and/or experience on excavator, man-lift, telescoping forklift
- OSHA-10 and/or OSHA-30 training
- First Aid Certification
- Having and knowing how to operate a smartphone for timecards

Start date: ASAP

Job Type: Full-time

Pay: $45 to $50 per hour based on experience, paid weekly

Benefits: Health Insurance offered after 4 weeks of full time work - medical coverage with buy up options for family coverage, drug/vision/dental

Location: Maui, Hawaii - work on site only, no remote work for this position is available

Work authorization: United States (Required) - this will be verified prior to work start

Identification: Government Issued ID such as Current Driver's License, Passport and Social Security Card (required)

Language: English

Employee would be required to adhere to Company General Work Requirements and Code of Conduct.

To apply: Email your resume and references with contact information for you AND your references including phone number and email preferably to: