Finishing Foreman job description

The basic function of this position is to work closely with, and direct, other team members to complete assigned tasks on time, under budget, and within tolerance in a manner that aligns with Procon, Inc’s values and goals. This position will involve very close interaction with the site superintendent and finishing project manager to achieve these goals.

This position reports to the finishing project manager. All finishers on the crew will report directly to this position.

All authority is given from the Director of Construction Services & the Finishing Project Manager perform the necessary duties and responsibilities of this position.

This position will be a manual labor position and the ability to follow directions is critical. This position will require common sense, logical thought processes, and the ability to work in a safety conscious manner. This position requires the employee to provide their own personal hand tools and to wear all required PPE.

The physical demands will be standing, walking, crouching, stooping, kneeling, squatting and bending for long periods of time on a regular basis. This job will require a full range of body movements including but not limited to, the use of hands, feet, arms, legs, back, and torso; the ability to push, pull, and lift. Must be able to lift and carry 100 lbs repeatedly or continuously over time without “giving out” or fatiguing. Excellent eyesight, with or without correction, is necessary.

Work will be conducted under various weather conditions and temperatures such as extreme heat or cold and will be primarily outdoors.

On a regular basis there will a possible exposure to the following:

1. chemicals, dust, fumes, and other airborne particles from construction equipment
2. direct exposure to fresh concrete which can be caustic
3. vibrations from construction equipment
4. typical construction noise that may exceed normal decibel levels

The ability to speak English is required and the ability to speak Spanish is preferred.

Essential Functions:

1. **General:**
   a. Work closely with site superintendent and finishing project manager to perform each job task safely, efficiently, on time, and under budget.
   b. Recognize, report, and/or correct unsafe conditions on the jobsite.
   c. Ensure the organization and availability of all tools and materials needed for the current days work as well as planning for tomorrow. Load and unload trucks as required.
   d. Inspect all tools and equipment to ensure safe operation; must have knowledge of how to properly and safely use different equipment, such as power saws, vibrators, power trowels, etc.
   e. Direct and perform the installation or dismantling of concrete forms as needed.
   f. Ensure that necessary measures are taken to protect adjacent surfaces and structures from splatters, damage, etc during concrete placement.
   g. Recognize slump of concrete and proper mixes for different applications.
   h. Ensure that the finish floor grade is established and met during concrete placement using lasers, grade stakes or other methods. Grade may be flat or on a slope at any given point.
   i. Use and care of hand tools associated with flatwork placement and finishing. Includes, but not limited to: rakes, screeds, magnesium floats, steel trowels, wood floats, bull floats, edgers, jointers, finishing brooms, etc.
   j. Use and care of power tools such as lasers, circular saws, cordless tools, etc.
   k. Operate power screeds, such as basic vibrating screeds or walk behind laser screeds and power rakes.
   l. Operate power trowels, both walk behind and ride on trowels, while equipped with different attachments such as float pans, float blades and finishing blades.
   m. Ensure that the correct steps necessary to obtain the specified & required finish for the job are followed.
   n. Ensure that all control joints are laid out and properly installed per the plan, both hand tooled and sawn joints.
o. Understand different sealers, hardeners, and floor curing methods and the proper way to install each method.

2. **Equipment/Vehicle Operation:**
   a. Must have the ability to operate equipment such as skid steers, excavators, backhoes, forklifts, power finishing trowels, and motor vehicles.
   b. Conduct and document daily pre-trip and pre-startup inspections of any vehicle or equipment to be operated. Report any faulty or non functioning items immediately to your supervisor.
   c. Have knowledge in the safe and correct way to operate required equipment and vehicles. Do not operate any equipment or vehicles unless properly licensed and trained.
      i. Ensure that all other crew members who operate equipment are trained and qualified accordingly.
   d. Must obey all applicable traffic laws and safety procedures, such as seatbelt usage, etc.

3. **Clerical/Other:**
   a. Coordinate with finishing project manager closely and instruct each crew member in their responsibilities for the day and for the pour.
   b. Manage all direct reports in items such as attendance issues, time off requests, etc.
   c. Work closely with finishing project manager to learn budgets & manhours for each assigned job; manage crews and resources accurately and fairly as needed to improve or maintain the budgeted costs.
   d. Accurately maintain and complete the weekly timecard. This must be turned in by noon each Monday to be paid for the previous week.
      i. Ensure that all crew members have the information needed to accurately complete their timecard as well.
   e. Report all near misses, incidents, or accidents to the job site supervisor. This is critical in the improvement of our safety culture.
   f. Ensure that the daily pre-task plan is done before beginning any work each day. Conduct and document the weekly toolbox talks.
   g. Promptly report any and all mechanical problems with equipment or vehicles as well as any needed supplies for the job site.
   h. Perform, or assist with, the documentation of any employee issues and problems, including employee evaluations, disciplinary actions, good behavior documentation, etc.
   i. Train and guide each direct report in the proper aspects of finishing and concrete flatwork in order to consistently produce safe and quality flatwork products.

**Additional Responsibilities:**
   a. All other duties required by the President or your Supervisor
   b. Follow all policies and procedures as set forth in the Employee Handbook and Corporate Safety Program

This job description has been reviewed with me; I understand and agree to the requirements and responsibilities

Printed Name: ____________________________________________________

Signature: _______________________________________________________

Date: ___________________________________________________________