JOB DESCRIPTION

| **Title** | FOREMAN | | |
| --- | --- | --- | --- |
| **Reports To** | [INSERT TITLE] | | |
| **Type** | FULL TIME, PERMANENT | **Date** |  |

**Job Purpose**

The **Foreman** is in charge of scheduling, co-ordinating, and supervising the work of all municipal labourers, ensuring that all work is completed safely, on time, and within budget. They are in charge of managing the necessary equipment and materials. This includes ensuring that all municipality and legal regulations are followed, that all required documentation is completed as needed, and that daily work is documented.

This position entails strong leadership abilities as well as project management experience. The Foreman will delegate tasks to workers in order to ensure that deadlines are met and safety standards are followed.

**Duties and Responsibilities**

* Strategize, enforce, as well as manage projects in line with priorities and goals.
* Generate workers and project schedules.
* Manage and track workers attendance and work.
* Follow all appropriate safety regulations.
* Oversee and direct the use of machinery and equipment.
* Continuously monitor spendings.
* Keep an eye on the budget.
* Resolve any emerging problems and issues peacefully.
* Distribute and delegate responsibilities.
* Supervise, train, and give feedback to workers.
* Ensure the availability of labour and other resources.
* Plan ahead and present progress.
* Additional related duties as required.

**Key Qualifications**

* High school diploma, General Education Degree, or equivalent.
* Excellent understanding of construction and landscaping operations and machinery.
* Prior supervisory experience is required.
* Construction experience is required.
* Valid driver’s licence and clean driving record.

**Core Competencies**

* Multitasking and time management abilities, as well as the capacity to prioritize tasks.
* Outstanding project management abilities.
* Excellent interpersonal skills.
* Outstanding leadership abilities.
* Ability to adjust to changing events in a calm and professional way.

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours].
* Overtime and hours worked outside of the standard work schedule may be required.
* Repetitive movements such as bending and lifting
* Working in all types of weather include extreme conditions
* Some jobs necessitate physical labour and other physically demanding tasks