

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: May 2016

REVISED: May 2016

JOB TITLE: Building Foreman

DEPARTMENT: Construction & Field Operations

FLSA: Non-Exempt

REPORTS TO: Instrument & Controls Manager

Category: Non-Essential

SUMMARY OF RESPONSIBILITIES

To lead and participate in the work of a crew or crews in accomplishing the maintenance of existing buildings and construction of new facilities.

ESSENTIAL JOB FUNCTIONS

1. Supervise the Lead Equipment Operator(s), Equipment Operators, Utility Worker(s) based on instructions and priorities received from the Supervisor. Initiate the work assignment and participate in the work according to daily work orders received.
2. Demonstrate proper work methods. Check to ensure the availability of tools, equipment and supplies at the work site and start the job(s). Maintain a current knowledge of procedures, policies and standards. Communicate information, instructions, and/or decisions from the Supervisor to the crew(s). Answer crew member questions.
3. Follow up on work progress, check that quality standards are met, and report work status to the Supervisor.
4. Monitor and enforce all safety rules, regulations and practices. Report any unsafe working conditions to the Supervisor. Implement corrective action. Assist in the training, instructing, assisting personnel, and inspecting work to ensure compliance to methods, standards, procedures, special requirements and anticipated problems.
5. Immediately communicate to immediate Supervisor and/or Director any employee performance issues (safety, attendance, attitude, poor job performance, etc.).
6. As requested by the Supervisor, participate in employee performance evaluations. Maintain accurate and timely records and reports.
7. Maintain work areas and equipment in a clean and orderly manner.
8. Immediately communicate to Supervisor any employee performance issues (safety, attendance, attitude, poor job performance, etc.).

QUALIFICATIONS/BASIC JOB REQUIREMENTS

1. Five years previous experience as a Foreman is preferred, and has at least three years of progressively responsible experience as a crew member in the type of crew to be led.
2. Concrete work with footers and slabs. General framing of buildings. Roof work with asphalt shingles and metal.
3. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
4. Must have an understanding of basic mathematics, mechanical knowledge, use general hand tools, read and interpret engineering working drawings and specifications, and be able to operate motorized construction equipment and motor vehicles.
5. Familiar with the maintenance and construction of water and sewer lines.
6. Ability to perform several tasks at the same time.
7. Must be able to work independently with a minimum of supervision.
8. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers.
9. Must possess a valid Virginia Drivers License.
10. Possess, or have the ability to obtain within six (6) – twelve (12) months of employment, a valid Class A (combination vehicle) Commercial Driver's License (CDL) with Tanker Endorsement for vehicles with Air Brakes.

WORKING CONDITIONS

1. Regularly works in outside weather conditions.
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Continuous exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and occasional exposure to heights.
3. Frequent standing, walking and stooping/bending. Occasional sitting, lifting (up to 75 pounds without assistance and over 75 pounds with operator or mechanical assistance), carrying (up to 75 pounds without assistance), pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, grasping, repetitive movements, and driving. Frequent standing and walking.
4. Required to work irregular schedules on an as-needed basis, which includes overtime, night duty, standby, weekends and holidays. Subject to call-in for emergency assignments.
5. Must have a home telephone.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test for all employees required to have a CDL

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations and wear protective equipment as required (e.g., hard hat, hearing protection, uniform, protective clothing, eye protection, gloves, safety shoes, seat belts etc.).
2. Must actively attend all required safety training and be trained as attendant and competent person in confined space and trenching.
3. Must be certified (recertified every 3 years) in Fork Lift Operations.
4. Annual and/or Bi-annual Asbestos Certification.
5. Must be Flagger Certified.
6. Must be Work zone Safety/Traffic Certified.
7. Held accountable for safety and PPE use of all employees supervised.

THIS JOB DESCRIPTION DOES NOT LIST ALL OF THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____