|  |
| --- |
| **NATCHEZ STONE Construction** |
| **FOREMAN** |

**SUMMARY**

**Responsible for oversight and control of entire NSC projects in the field from start to finish. The foreman is the senior NSC employee exclusively assigned to a NS project in the field.**

**GENERAL RESPONSIBILITIES:**

* Implement plans and integrate labor, material and equipment operations to ensure success of NSC projects in the field.
* Ensure that NSC projects meet contract cost, schedule, design and quality objectives.

**JOB SPECIFIC FUNCTIONS:**

* Assist in invoicing for progress and end of project payments.
* Provide project status update per contracted task to Project Manager.
* Complete and submit daily job logs, including progress photos and labor utilization; ensure that strict labor and material accounting is maintained between projects including travel time between projects.
* Comply with all project reporting requirements and formats of the NSC jobs process system.
* Ensure safe working conditions at assigned job sites and the safety of all job site employees per NSC policy and OSHA standards.
* Ensure proper utilization, care and maintenance of all assigned vehicles, equipment, and tools per NS policy.
* Serve as primary point of contact for general contractors, architects, and homeownersat the job site.
* Assist in the purchasing and cost effective delivery of all construction supplies and materials to meet project requirements.
* Train assigned labor force.
* Hire day laborers to support assigned construction projects upon consent of the Project Manager.
* Recommend hiring of construction employees to NSC management.
* Assist with preparation of change orders for new project requirements.
* Control job specific details with the help of the supervisor mason.
* Ensure total project quality control.
* Assist the Project Manager in publishing the ‘End of Project’ analysis reports.
* Conduct weekly construction meetings for assigned projects in accordance with NSC policies and procedures.
* Comply with all NSC policies and procedures applicable to job site and project operations.

**SKILLS AND ABILITIES**

* Highly self-motivated, quick learner requiring minimal direct supervision.
* Excellent communications skills and customer care.
* Keen sense of the expected look and feel of completed stone projects
* Excellent on-site project management, supervision and training skills
* Bi-lingual English/Spanish preferred.

**EDUCATION AND EXPERIENCE**

* High school graduate; vocational training a plus.
* Ten years’ experience in construction project supervision and oversight and control.
* Minimum of 5 years’ experience in stone/hardscape, masonry and/or construction industry and small business operation.

**AUTHORITY TO**

* **Control and oversee projects** in accordance with contracted project design requirements, cost and schedules.
* **Purchase construction materials** in accordance with contracted project requirements up to $500.
* **Purchase replacement tools and associated supplies** of $500 or less.
* **Establish safe working conditions and schedules** for the labor force.

**REPORT TO** Project Manager for efficient oversight and control of assigned projects; meeting project cost, schedule, design and quality requirements; accurate and timely time accounting for all employees and temporary laborers; and efficient ordering and utilization of materials and supplies.