

Tory's Roofing & Waterproofing Inc.

Job Title: Foreman

FLSA Status: Non-exempt

Department:

Job Summary

The Foreman is responsible for overseeing and coordinating the daily operations of a work crew on job sites to ensure projects are completed safely, on time, and according to specifications. This includes supervising personnel, managing equipment and materials, enforcing safety protocols, and maintaining high productivity and quality standards. The ideal candidate will be a strong leader with hands-on technical experience and excellent communication skills.

Essential Duties

- Supervise and coordinate the activities of crew members to ensure efficiency and productivity.
- Interpret blueprints, specifications, and project plans to determine construction methods and procedures.
- Schedule work, assign tasks, and monitor progress to meet project deadlines.
- Ensure compliance with safety regulations and company policies at all times.
- Inspect work to ensure it meets quality standards and project specifications.
- Communicate regularly with Project Managers and other supervisors regarding progress, challenges, and resource needs.
- Maintain daily reports, timesheets, and equipment logs.
- Order and manage materials and supplies needed on the job site.
- Train new workers and provide ongoing guidance and mentoring to crew members.
- Address and resolve work-related issues as they arise in a timely and effective manner.

Secondary Duties

- Operate equipment and assist with labor tasks as needed.
- Attend project meetings and participate in planning and scheduling discussions.
- Assist in estimating labor and material requirements for current or future projects.
- Ensure tools and equipment are maintained in good working condition.
- Contribute to a culture of continuous improvement and team collaboration.

Supervisory Responsibilities

Directly supervises 5 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees planning, assigning, and directing work; appraising

performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education

This position requires a high school diploma (or GED or high school equivalence certificate). A high school diploma (or GED or high school equivalence certificate) is preferred.

Behavioral Characteristics

- Achievement/Effort -- Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Persistence -- Job requires persistence in the face of obstacles.
- Leadership -- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others -- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Stress Tolerance -- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.
- Independence -- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Coordination -- Adjusting actions in relation to others' actions.
- Instructing -- Teaching others how to do something.
- Time Management -- Managing one's own time and the time of others.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Resolving Conflicts and Negotiating with Others -- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Coordinating the Work and Activities of Others -- Getting members of a group to work together to accomplish tasks.
- Developing and Building Teams -- Encouraging and building mutual trust, respect, and cooperation among team members.
- Training and Teaching Others -- Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents.
- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Interpreting the Meaning of Information for Others -- Translating or explaining what information means and how it can be used.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Communicating with Persons Outside Organization -- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Reasoning Ability

- Deductive Reasoning -- The ability to apply general rules to specific problems to produce answers that make sense.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Operations Analysis -- Analyzing needs and product requirements to create a design.
- Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
- Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Evaluating Information to Determine Compliance with Standards -- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Analyzing Data or Information -- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

- Developing Objectives and Strategies -- Establishing long-range objectives and specifying the strategies and actions to achieve them.
- Organizing, Planning, and Prioritizing Work -- Developing specific goals and plans to prioritize, organize, and accomplish your work.