

Position Description

Title:	Site Foreman
Reports to:	Site Manager, Operations Manager
Responsible for:	Control and co-ordinate activities of workers engaged in construction of buildings or other earthwork and structures
Functional Relationships with:	Project Manager Site Manager Site Staff Suppliers Contractors Clients
Direct Reports:	Carpenters Apprentices Labourers

Job Specifications and Expectations:

Key Tasks	Expected Results
Site Management	<ul style="list-style-type: none"> Assist with the ordering of resources and materials Assist with the recording and tracking of all project hours Know and understand construction programme Know and understand specific project requirements (e.g. access, crange, traffic) Problem solve and resolve construction issues Maintain employee and sub-contractor relationships Build and maintain Team morale Role model professional behaviour and standards Keep up to date a with new construction techniques and material installations
Tools and equipment Management	<ul style="list-style-type: none"> Display good tool care and maintenance practices Display good care and maintenance practices of all construction equipment Keep all tools and equipment clean and tidy Ensure the upkeep of (complete) personal tool kit Operate construction equipment, tools and vehicles safely
Communication	<ul style="list-style-type: none"> Actively participate in subcontractor co-ordination meeting Provide prompt and accurate responses to enquires Provide clear communication with site employees and sub-contractor Lead toolbox meeting
Health and Safety	<ul style="list-style-type: none"> Deliver and co-ordinate site inductions Actively champion, promote and ensure compliance with health and safety legislation and best practice within Livingstone's policies and procedures. Actively contribute and support improvements to health and safety in all areas of the business. Commitment to and support of Enviromark goals.

Person Specifications:

Qualifications	<ul style="list-style-type: none"> Apprentice Year 3 and above
Experience	<ul style="list-style-type: none"> 3 years in a commercial and or residential carpentry environment
Knowledge & Skills	<ul style="list-style-type: none"> Computer skills; Procore, IMS (online time cards) and Hilti on track. People management and leadership

The Livingstone Way:

I am part of a team who is Building Excellence	<ul style="list-style-type: none">Actively contributes to a positive team culture which is aiming to achieve the best in everything we do
I do what I say I am going to do	<ul style="list-style-type: none">Accountable for own actions and delivers on what they say they will do
I always improve – better never stops	<ul style="list-style-type: none">Consistently looks for opportunities to improve themselves and the way we do business
I am up for taking it on	<ul style="list-style-type: none">Constantly, tries new things with a positive attitude

Changes to position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed: August 2021

Signatures:

Managers Name	
Signature	Date:

Employees Name	
Signature	Date: