

# Construction Site Foreman Job Description

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- Assisting the superintendent with overseeing and management of onsite personnel and subcontractors
- Supervising all features of construction project from planning to implementation
- Allocating resources for assigned projects and operating heavy equipment, OSHA 10 preferred
- Ensuring that contract activities are properly coordinated and that tasks are completed on time
- Organizing tools, plant, machinery, materials and workers, and supervising construction activities
- Recognizing materials and equipment that could be needed and ensuring construction is executed accurately, following plans and specifications
- Training employees and maintaining detailed and accurate site reports
- Managing project well and communicating project progress to chief stakeholders, such as engineers, architects, and the client
- Ensuring workers are qualified and well-informed about their roles and creating assignments according to skill sets
- Issuing reports and progress updates, making decisions related to supplier and vendor relationships, and ensuring safe working conditions and compliance with all safe operating procedures specific to the industry.