

General Foreman Job Description

- Studying blueprints and project specifications and inspecting work sites to assess project size and scope
- Reviewing individual crew daily Job Hazard Analysis (JHA) for compliance, and attending weekly crew safety meeting to make sure all employees are engaged in conversation
- Preparing work orders and determining resources needed to complete jobs, as well as prioritizing, scheduling, and assigning work to foremen and their crews based on the extent of work required, urgency, and availability of resources
- Sharing any Document conflict discovered with project management as soon as discovered, and ensuring all work installed meets CEC, NEC, state, federal, or any other codes that apply to the project jurisdiction
- Reviewing initial and final cost estimates prepared by foremen for completeness and appropriateness; and authorizing requisitions for materials, tools, and equipment submitted by foremen
- Reviewing all crew material and tool orders prior to release for delivery to project, and reporting all accidents and injuries immediately
- Analyzing complex structural ironwork projects and recommending alternative strategies to complete the same projects
- Reviewing project status reports prepared by foremen and reallocating resources to ensure projects are completed on time.