

Rafe's Construction Ltd.

Job Description for Foreman

- 1) 100% adherence to all Rafe's Construction Ltd. Policies. Including: Rafe's Construction Ltd. Safety Manual, Policy on Fleet Management, Policy on Tools, Policy on Work Schedule and Breaks. This requires a full working knowledge and understanding of these policies.
- 2) Immediately address all issues of noncompliance to the above-mentioned policies by employees on your job site. Document these issues as per outline.
- 3) Manage each job through to a profitable completion according to specifics relating to the job. This includes planning, organization of materials to ensure the job is completed; this includes monitoring and reporting of use of Rafe's owned materials. Planning and ordering of materials should be done keeping in mind the more cost-effective way to maximize use of materials. At the end of the job there should not be an excess of materials.
- 4) Communicate clearly with management any issues that arise on the job.
- 5) Be responsible for maintaining the very high level of product quality that Rafe's Construction Ltd. Is well known for and whose reputation has been built on.

Duties

- 1) Morning meeting on the job site delegating specific duties to each employee for the day.
- 2) Hazard assessments to be completed weekly or as the job changes as per Rafe's Safety Manual. These are required to be passed in with the time sheet.
- 3) Ensure tools and materials required for the jobs are in the trucks and ready in a timely fashion.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Owner Signature: _____ Date: _____