JOB DESCRIPTION

Commercial Construction Services Foreman III

Department: Commercial Construction Services; Electrical or Mechanical

Supervisor: Department Manager and Project Managers

Date Written: 06/2019

Job Description Classification: Non-Exempt [Hourly]

Moore’s Commercial Construction Services Department handles the installation of new trade specific systems in all types of commercial buildings. We provide lighting, heating, air conditioning, and plumbing to our commercial construction customers to provide the end user a comfortable working space. The purpose of a foreman at Moore’s is to manage and be responsible for all on site activities during job construction. This includes safety, supervision, schedules and daily activities. A foreman must strive to complete jobs on time and under budget.

Scope of Authority: Works with all members of their construction team. Has authority for Helpers, Apprentices, and Mechanics on their jobsite.

Working Conditions: The majority of a foreman’s time will be spent on Moore’s jobsites. The climates of these sites vary depending on the season. There will be occasions where the foreman will be required to attend preconstruction, progress, and training meetings.

As a CCS Foreman III, your responsibilities include, but are not limited to:

* Ability to effectively and efficiently oversee projects $1,000,000 and over with crew size of 10 or more men
* Exceptional communication and leadership skills, commitment, dedication, patience and thorough knowledge of their trade is key
* Receive, read, and become familiar with copy of job specifications, blue prints, and job contract; know all contract and code requirements for that particular project
* Consistently and regularly plan the installation in strict conformance with contract requirements and in accordance with company procedures. This includes two week look ahead schedules to be created weekly.
* Ensure that job is done per specifications and design from Project Manager or Project Engineer
* Provide a safe jobsite for you and your crew to work.  Uphold Moore’s safety culture and procedures.
* Do material takeoffs as requested
* Must be able to manage coordinated and pre-fabricated jobs
* Ability to think on your feet and make decisions
* Ability to manage more than one job at one time
* Ability to handle stress and the pressure of the job
* Be a training supervisor and mentor for your team
* Complete all required paperwork or forms on the jobsite and return to the appropriate person(s)
* Must be willing to travel; expected to drive up to 40 miles from home to jobsite or meeting location. A valid driver’s license and clear MVR are a must.
* Perform other related duties when requested by Department Manager or Project Managers.

A CCS Foreman III should also be able to do the following:

* Lifting as much as 85 pounds
* Usage of hands to handle or control tools or equipment as well as the ability to perform repetitive overhead tasks
* Work outdoors, exposed to weather
* Exposure to loud sounds and high noise levels
* Work in high locations
* Climb ladders and/or scaffolding
* Work in cramped, awkward and/or confined spaces; Ability to kneel, bend, crouch, or stoop for prolonged periods of time

Name Date