



Dirt Foreman – Full Time

The ideal candidate must be punctual, motivated, and willing to learn and develop their skills. Must also be detail-oriented, honest, and carry out tasks safely and professionally.

The Foreman will manage members' daily activities on their construction crew to complete projects within specifications and in a quality manner to meet or exceed customer expectations.

Qualifications:

- MINIMUM of 5 years' experience with all dirt work areas, including excavation, grade work, surveying, and final excavating work.
- Knowledge and experience in heavy equipment such as dozers, excavators, motor graders, loaders, and scrapers.
- Ability to know and understand construction drawings and specifications.
- Use of GPS and setup.
- Must have the ability to read blueprints.
- Must have OSHA 30 (can give if necessary) training in Trenching/Excavation and confined space.
- The job will require heavy machinery, including excavators, dozers, backhoe, loaders, compactors, rollers, and other heavy equipment.

Duties and responsibilities:

- Perform daily inspection of the job site to ensure a safe working environment and various crews are prepared to work.
- Conduct tests and inspection of products and services to ensure they meet quality standards.
- Must be able to read and understand blueprints to know how the finished project will look.
- Ensure that proper safety and incident reporting procedures are followed.
- Perform all duties in conformance to appropriate safety and security standards.
- Communicate with clients and vendors regarding project updates and other necessary information.
- Responsible for the accounting of job site expenditures and providing management with backup documentation.
- Analyzes job site production levels.
- Operate various pieces of heavy equipment as needed to maintain productivity.
- Work with Project Manager on plan reviews, design, and key contract terms and materials needed to complete the project.
- Coordinate with the transportation department and General Superintendent on equipment needs.
- Provide recommendations to improve job site performance, saving money and time.
- Perform daily "toolbox talks" regarding job site safety or other site related matter.
- Dig ditches or trenches, backfill excavations, compact and level earth to grade specifications, and various heavy equipment.
- Erect and disassemble shoring, braces, traffic barricades, and other temporary structures.
- Install sewer, water, and storm drain pipes, using pipe-laying and laser guidance equipment.
- According to project plans and specifications, load, unload, and identify materials, machinery, and tools and distribute them to the appropriate locations.

- Measure, mark, and record openings and distances to layout areas where construction work will be performed.
- Read and interpret plans, instructions, and specifications to determine work activities.
- Maintain accurate attendance, workforce needs, and site-related activities using an iPad and software.
- Develop and train field laborers and operators to encourage them to better, grow, and understand their responsibilities.
- Provide an annual review of equipment operators and laborers.
- Provide a two-week look ahead to the Project Manager, Superintendent, and General Superintendent.
- Coordinates and supervises the daily activities of a 2 – 10-person crew.
- Continually inspects work site, surveying for potential hazards or safety concerns. Responsible for crew safety. Establishes a safe work environment that complies with the Company safety program and OSHA regulations.
- Enters, reviews, and approves employee time and crew production daily.
- Completes & submits all required paperwork promptly.
- Maintains a professional relationship with Company, inspectors, and other clients.
- Adhere to the company mission, vision, and core values.

Physical requirements:

- Ability to lift 25 or more pounds.
- Must be able to work outdoors and withstand different weather elements.
- Must be able to stand for long periods.
- Ability to lift, carry, bend, crawl, squat, climb, kneel, push, pull, and crouch.
- The above Foremen's Job Description is subject to change per management discretion

Benefits:

- Fully paid medical insurance for the employee, 50% paid medical for family.
- Vision and dental insurance available.
- 401K with up to 4% matching.
- Paid weekly
- Paid Time Off