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| **Job Title:** | Site Foreman |
| **Department:** | FBS |
| **Reports to:** | Construction Manager |
| **Job Purpose:** |
| Responsible for ensuring that everything goes smoothly at a construction site. A few of the main duties of a foreman are coordinating tasks for the day, creating schedules for workers, oversee quality of the site, and managing the budget. They also must report the progress of the project to superiors. |
| **Main Accountabilities:** |
| 1. **Operate and Promote safe working on site.**  Implement Company requirements and legal regulations, paying specific attention to Health, Safety and  Environment legislation and quality Carry out and record site inspections Ensure all works are carried out in line with approved method statements Conduct and amend risk assessments and deliver toolbox talks/briefings Ensure site personnel have job relevant training requirements which is entered on site personnel training  register Lead by example to others on site2. **Ensure the completion of works on time and within budget.**Schedule, coordinate and supervise the daily activities of gangs/site operatives Share and pass on knowledge to teams Ensure gangs/site operatives complete all required documentation Ensure documentation is properly completed in line with Customer/Company requirements Track and document daily work productions Organise and monitor the work of subcontractors on site3. **Equipment and materials management.**Order and manage hire/internal equipment on a daily basis Coordinate delivery/pick up of materials as required***The job description is not an exclusive or exhaustive definition of your duties.  You shall undertake such additional or other duties as may reasonably be required by FIC commensurate with your role and salary.*** |
| Qualifications and Skills: |
| Essential* Have in-depth knowledge of construction procedures, equipment, understanding critical systems for construction projects
* Extensive experience of the construction industry
* Proven people management skills, including the management of subcontractors
* Practical hands-on approach
* First aid qualification
* Ability to drive

Other required skills and/or experience* Being able to delegate responsibilities
* Being able to supervise and work with teams
* Being able to work at a high standard
* Being detail oriented and positive
* Leadership and negotiation
* Ability to educate new employees
* Communication and information technology
* Liaising with clients and co-workers
* Planning and building maintenance
* Stress management and problem solving
* Understanding blue-prints, sketches, and drawings

Individuals will promote good customer service and ensure outstanding service as stated in the Falkland Islands Company mission statement and ensure that the Health & Safety policy of the Company, as laid out in the Contract of Employment, is adhered to. |

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| **Declaration**  |
| I have read this job description (or had it read to me) and I fully understand all my responsibilities. |
| **Name:** |
| **Date:** |
| **Signature:** |