

**GRANITE**  
**Excavation Inc.,**  
**Cascade, ID**  
**We're Diggin' This Business**

**Job Description:** A Foreman's prime responsibility is to ensure that workers are carrying on work as per a schedule. They have the responsibility to coordinate work schedules with supervisors, customers, vendors and inspectors.

**Title:** Foreman

**Division:** Cascade and Treasure Valley Locations

**Reports to:** Brad Sayers / Josh Davis

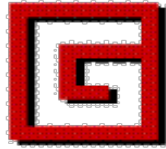
**Summary:** A Foreman must: demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self-motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.

#### **Primary responsibilities**

- Check in with the supervisor for morning schedules.
- Assessing job priorities and assigning employees to appropriate job sites.
- Making sure employees have tools and equipment needed for job in order to ensure a good output.
- Overseeing the work and making sure it runs smoothly and as per the plan
- Making sure safety precautions are administered including updating safety kits in case of any emergencies during the work.
- Communicate with the supervisor regarding the crew both positive and negative.
- Help in training new employees and help them as they learn new tasks.
- Give clear directions to workers as to what needs to be done to avoid repetitive mistakes by the workers
- Make sure crew follows company rules and regulations.
- Make sure jobs are completed on time, adjusted accordingly with Supervisor if necessary
- Ensure tools and equipment are scheduled for job needs, Perform daily safety and maintenance checks. Ensure heavy equipment is safely and securely stored
- Evaluate an efficient way to have a job completed without sacrificing the quality of work being done.
- Hold the daily and weekly job-site safety meetings and record a record of it in the log for future references.
- Ensure access to houses, water supply and waste sites
- Maintain easements
- Operating equipment safely and efficiently by following proper loading and unload procedures

#### **Qualifications & Specialized Training requirements**

- **First Aid & CPR**



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## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas

- knowledge of truck and equipment safety
- knowledge of water, sewer and truck operation
- knowledge of operation of front end loaders, dozers, graders, compactors, excavators, snow blowers and other pieces of heavy equipment
- knowledge of equipment maintenance and storage
- knowledge of road construction and maintenance techniques
- knowledge of workplace safety requirements and procedures
- knowledge of record keeping system
- knowledge of equipment cleaning standards and procedures

### **Skills**

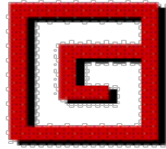
The incumbent must demonstrate the following skills

- ability to coordinate employees daily tasks
- ability to handle personnel issues when arise
- ability to operate required equipment in a safe and responsible manner
- ability to
- ability to climb in and out of trenches, manholes, and other confined work areas; to climb ladders, stairs, and uneven terrain; and to lift, maneuver, and transport up to 70 pound loads
- client service and public interaction skills
- team building
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to communicate effectively in English
- stress management skills
- time management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner



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### **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

#### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Foreman has a physically strenuous and demanding job. He/she will be lifting, pulling and managing heavy equipment and objects. The Foreman will have to work in all weather conditions, and must be prepared for both extreme heat and cold. The Foreman must ensure that all activities are completed in a safe and efficient way.

#### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Foreman must work outside in all different weather conditions including extreme cold and extreme heat. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

#### **Sensory Demands**

(The nature of demands on the incumbent's senses)

He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

#### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Foreman must work independently and is expected to maintain a schedule of work. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

*Granite Excavation, Inc. is an Equal Opportunity / Affirmative Action Employer. It is our policy to recruit, hire and promote qualified persons without regard to race, sex, religion, national origin, age or disabilities. If you need any reasonable accommodations in the application or the interviewing process, please notify someone in our office.*

*Give special attention to experience relative to the job for which you are applying. Be specific and thorough, including all relevant temporary, part-time or volunteer work. Add additional pages as necessary to fully describe your qualifications for the position that you are applying.*