



Title: Foreman

Classification: Non-exempt
Reports to: Superintendent
Location: Atlanta, GA

Salary Family/Range: Prevailing
Date: 5/31/2017

Summary/Objective

The Foreman is to Supervise Crew members & Equipment in their field of expertise and to do so within Hi-Lite's guidelines and budgets with direction from the superintendent

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Monitor Safety on job sites, practice safe work habits, and enforce Fleet Safety policy and Company Safety Policy
2. Enforce company policies including written and verbal disciplinary action
3. Maintaining a clean Driver's License (i.e., no tickets, driving violations or accidents). Drive safely and legally at all times.
4. Responsible for daily/weekly paperwork (i.e. Ryder reports, Daily Log Books, Expense Reports, Daily Return Sheets, Shipping Papers and Vehicle Inspection Reports).
5. Accomplishes crew results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
6. Responsible for organizing job site and work crew.
7. Must be able to manage and resolve conflict.
8. Cross train/train employees.
9. Control labor, travel and material costs by watching and staying in projects estimated budget.
10. Maintain quality control insuring projects are completed on schedule, within budget and according to company and customer specifications.
11. Overall responsibility for all equipment on any project assigned.

Competencies

1. Leadership and organization
2. Ability to train employees and identify weaknesses in all crew members.
3. Prepare and submit paperwork in a timely fashion
4. Expert knowledge of proper use of equipment, materials and supplies used in heavy/highway construction work to operate safely and efficiently.
5. Expert knowledge of first aid and applicable safety precautions.
6. Ability to work independently and complete daily activities according to work schedule.
7. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions.
8. Ability to communicate orally and in writing and follow directions transmitted in the same fashion.

Supervisory Responsibility

Foreman will typically supervise 4 workers.

Work Environment

Regularly works near moving mechanical parts and in outside conditions that include inclement weather, heat and humidity, and exposure to dust and asphalt. Noise level is generally loud. Generally, maybe a dangerous environment if proper safety procedures are not followed.

Physical Demands

Requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. Excellent stamina is required. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. A complete 360 degree awareness of surroundings to ensure safe working conditions. Must be able to lift a minimum of 50 lbs.



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Expected Hours of Work

Must remain flexible. Day, night and weekend's maybe required.

Travel

May require up to 90%

Required Education and Experience

- 1. High School
- 2. GED

Preferred Education and Experience

- 1. Vocational and Associates degree

Additional Eligibility Qualifications

Must possess a valid and appropriate enhanced state driver's license prior to employment and or passport/passport card. Additionally, a clean driving history is required.

Work Authorization/Security Clearance

ATL Badge
15-year background clearance

AAP/EEO Statement:

Hi-Lite is an EEO Company. It is the policy of Hi-Lite to prohibit discrimination and harassment of any type and to afford EEO to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Hi-Lite complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Hi-Lite's EEO policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____