



JOB DESCRIPTION

Position:	Field Installation Foreman
Department:	Operations
Reports to:	General Superintendent
Date:	April 2019
Position Duties 1. General Statement 2. Regular Duties	<p>Responsible for coordination and completion of all craft work on GAP construction sites. This position is tasked with overall supervision while actively working to install and direct the daily activities of the jobsite crew. Safety & quality are top priorities.</p> <p>Pay Scale: Competitive Pay based on experience. + Company Vehicle Provided</p> <ol style="list-style-type: none"> 1. Responsible for the coordination, storage, staging & installation of all materials on assigned jobsites. 2. Coordinates and manages the daily responsibilities of assigned crew based on job tasks, site conditions, project schedules and committed deadlines. 3. Ensures that materials & tools are properly maintained in order to complete scopes of work. 4. Works with customers, operations department and manufacturers to ensure that scope conflicts and product issues are adequately addressed, documented and safely resolved. 5. Ensures that all materials are properly installed based on construction documents and manufacturers installation instructions. 6. Responsible for daily documentation of crew hours & attendance. 7. Provides written daily reports concerning production progress to operations. 8. Ensures all GAP safety & quality standards met in the field. 9. Performs weekly tool box safety talks with crew. 10. Ensures that a clean and safe jobsite are maintained. 11. Operates heavy machinery and aerial lifts as needed/required. "= (Certification is required and can be provided) 12. Attends and actively participates in site specific coordination meetings as required by GC. 13. Has the ability to recognize, address and properly document all jobsite related issues. 14. Must be able to lift 40-60 lbs. minimum. 15. Able to carry materials up stairways as needed.

Reporting Relationships	Responsible for the supervision of others? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Qualifications

Education Required:	<ul style="list-style-type: none">• High school or G.E. D
Certifications Required:	<ul style="list-style-type: none">• Equipment and Aerial Lift certification required• Successful completion of OSHA 30 Mandatory• Product Training and Safety Certification to be provided as necessary.• Clean Background, Drug Test and Driving Record MANDATORY-Company Vehicle provided.
Experience Required:	<ul style="list-style-type: none">• Prior construction experience required.• Prior Foreman experience is a plus but not required.• Background in Skylights, Operable Walls, Rolling Steel Doors, Toilet Partitions and or Impact Resistant Wall Protection is a plus.• Background in Carpentry, Commercial Roofing, Door & Hardware Installation or Metal Stud layout and installation is a plus.
Specific Skills Required:	<ul style="list-style-type: none">• Overtime, night and weekend work will be required.• Ability to read and use a tape measure• Proficient with power tools and hand tools of all kinds• Ability to read and understand construction drawings• Excellent organizational leadership skills• Ability to think outside the box to solve strategic problems• Good written and oral communication skills• Ability to lead others to safe completion of job tasks• Knowledge of ADA code requirements for Division 10 products.

Note: This job description is considered the minimum requirements for the above-mentioned position. Duties may vary from location to location based on job types and equipment utilized in the market the employee is working. This job description will be updated as required.