

Earthwork Foreman

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily communication with Superintendents on manpower, materials, and equipment needs
- Ensure the attainment of all job site goals including safety and productivity
- Conducts daily Job Hazard Awareness meetings, daily stretching, and weekly Tool Box topics
- Complete daily record keeping including daily logs, equipment hours, material schedules, and timecards
- Provides timely and accurate documentation for safety issues, equipment damage and workplace injuries according to CornerStone One procedures
- Inspects field work for quality compliance, materials for quality compliance and review assembly of manufacturer's literature and drawings before work begins
- Responds to inquiries or complaints from customers, regulatory agencies, or members of the business community
- Keeps supervisor informed of known actions, written or verbal, which may affect the ability to successfully perform assignments or adversely affect company operations
- Represent and maintain CornerStone One's mission and values

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Two to five years of related experience; or equivalent combination of education and experience
- OSHA 10 hour (preferred but not required), OSHA 30-hour, HAZWOPER certificate, Excavating Safety Training, Blueprint Training, CPR, First Aid
- Ability to read, analyze and interpret policies, reports, construction plans, construction specifications, and legal documents
- Ability to use Microsoft Outlook, iPad and iPhone
- Ability to effectively communicate both oral and written with employees, clients, and other business associates regarding project needs and scheduling
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Topcon GPS (experience preferred but not required)
- Confined Space Entry, Flagging, Rigging, Competent Person Training (certifications provided)

OTHER

- Must be able to pass a pre-employment drug test
- Must be able to work 8 to 10-hour workdays, Monday through Friday, with occasional weekends, as needed
- Must be able to maintain satisfactory Motor Vehicle Record

Foreman Specific Benefits:

- Monthly Foreman Meeting
- \$25 monthly phone stipend
- Profit Sharing:
 - Only for foreman who start and finish a job are eligible
 - Bonus is 15% of labor dollars saved
 - Paid out once retainage on job is received
 - Checks are distributed quarterly