



STANDARD GENERAL INC:

JOB DESCRIPTION

TITLE: GENERAL FOREMAN

DEPARTMENT CONCRETE:

Job Duties/Responsibilities:

- **Reporting to the Concrete Supervisor and responsible for assisting the concrete supervisor with all aspects of concrete operations.**
- **This will include scheduling weekly & daily work, coordinating the various concrete groups & subcontractors, dealing with personnel issues, and assisting with quantity & payment items.**
- **Strong organizational, interpersonal and communication skills**
- **Previous knowledge of concrete operations is an asset**
- **Proven ability to supervise construction crew(s) would be an asset**
- **Computer skills is an asset**
- **Ensure all work complies with applicable codes, bylaws, regulations and acts, with an emphasis on safety and environmental issues**
- **Ensure crews complete & submit all required documentation (equipment, personnel and materials).**
- **Schedule, coordinate and supervise the daily activities of concrete crews**
- **Order and manage hired equipment on a daily basis**
- **Track and document daily work productions**

- **Co-ordinate pick-up and delivery of materials to the field**
- **Dealing with internal and external customers**

Experience/Education

- **3-5 years experience in the Concrete Division**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.