



STANDARD GENERAL INC:

JOB DESCRIPTION

TITLE: GENERAL FOREMAN

DEPARTMENT: SURFACE

REPORTS TO: SURFACE SUPERVISOR

Job Duties/Responsibilities:

- This includes ordering and coordinating materials, organizing & scheduling work on a daily basis for crew, and ensuring quantities and quality is acceptable.
- Strong organizational, interpersonal and communication skills
- Previous knowledge of surface operations is an asset
- Proven ability to run a construction crew would be a strong consideration
- Ensure all work complies with applicable codes, bylaws, regulations and acts, with an emphasis on safety and environmental issues
- Conduct a daily tailgate meeting, including hazard assessment complete with proper documentation
- Control daily costs, (equipment, personnel and materials).
- Schedule, coordinate and supervise the daily activities of employees

- Order and manage materials on a daily basis
- Track and document daily work productions
- Fill out all necessary paper work for daily time sheets and safety reports
- Dealing with internal and external customers

Experience/Education

- **3-5 years experience**

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.