

SHAMROCK

Buildings, LLC

Foreman Job Description

The Construction Crew Foreman is responsible for the daily coordination of activities necessary to complete top quality, cost efficient projects according to the Company's policies, procedures and contracts. This position helps create and lead a construction team while promoting a positive attitude, developing an atmosphere for setting, meeting and exceeding goals, and encouraging all team members to be their best selves and provide a positive customer experience. As a Foreman with Shamrock Buildings, you will be *very* hands-on, working side by side with your leadman and crew members.

Foreman Responsibilities

- Manage the construction and completion of projects to company quality standards and within desired time frames by ensuring that the crew understands and follows all of the required construction methods and instructions given
- Check that the project is proceeding according to plan and each step is done in the proper sequence
- Coordinate with office staff to schedule inspections and complete inspection corrections as needed
- Help keep the work environment safe by understanding and implementing the safety procedures and making sure rules are followed by all crew members
- Ensure that the work site is kept orderly and clean to the standards laid out in contracts
- Look ahead, anticipating the project time line, as well as if any issues may arise
- Give a daily update of progress to supervisor and address any concerns immediately with a supervisor
- Keep the team in line, seeing that workers show up on time and stay busy while on the clock by delegating appropriately to crew members
- Uphold the Shamrock Buildings, LLC high set of standards and high level of quality
- Provide the construction expertise, organizational and communication skills necessary to complete quality building projects profitably

- Lead by example by helping to promote an atmosphere of dignity and respect among fellow employees, customers, suppliers and sub-contractors
- Create a positive and enthusiastic atmosphere to successfully work to achieve the objective of the business, empower crew members to do their best, and create a positive rapport with the customer

Foreman Requirements

- Ability to communicate well in English (Spanish speaking a plus but not necessary)
- Extensive knowledge of construction standards and procedures, building codes and rough trade work
- Excellent customer service skills and interpersonal skills, ability to relate to others
- Strong organizational and time management skills
- Outstanding leadership abilities; creating a team environment and bringing out the best of each individual
- At least two years of experience as a construction foreman, or comparable supervisory position
- Must possess a valid drivers license, with a decent record, to be approved by our auto insurance as a driver
- Strong knowledge and ability to read and interpret blueprints
- Ability to manage multiple priorities and deadlines

Shamrock Buildings, LLC offers a great benefits package to their employees including: medical insurance, vision insurance, dental insurance, life insurance, 401k plan with company match, and paid time off after a period of time.