

Foreman Responsibilities

Daily

- Meet with Superintendent 30 minutes prior to crew start time to discuss the plan of the day
 - Finalize Heavy Job timecard developed the day before
 - Include quantities with items that have cost claimed against them
 - Develop STA for items to be performed
 - Completed STA's remain in project office trailer for Super to review and file
- Participate in crew Plan of the Day (POD) meeting, support Superintendent
 - Participate/monitor crew stretching
 - Present STA to the crew, encourage feedback
 - Share item Budgeted Production target with crew
 - Stress Zero Accidents/Zero Rework!
- Manage crew start time after POD meeting/grease time
- Inspect area of work for hazards including ground conditions for excavations, fills and trenches
- Communicate daily plan with operator, share with crew with a brief information meeting prior to start
 - Share plans/details with operator to give a better understanding and clarification
- Monitor crew for safety concerns, efficiency; provide immediate feedback
- Keep notes in Field Book throughout the day for HJ diary and item notes
- Adherence to Performance Expectations, Management Activities, Behaviors and Performance Metrics for Foreman (developed with FMI help)
- Develop Crew Execution Look Ahead mid-afternoon
 - Walk the next days planned area of work
- Unit price work: verify daily quantities with Inspector
- Time & Materials work: verify T&M with inspector, inform superintendent
- Document As-Builts on red line drawing set or on designated forms
- Secure area of work for the evening
- Collect and record crew time slips
 - Coordinate with other foreman for shared personnel, equipment and trucks
 - Coordinate with other foreman for shared materials to claim
- Develop HJ timecard: diary, crew time input, per diem, notes for items and quantities
 - Review crew budget/cost for items of work performed
- Adherence to and enforcement of all Sargent Corporation Company policies
- Lead by example

Weekly

- Tuesday – participate in SC Weekly Toolbox Talk Safety Meeting
- Wednesday – review Project 3 Week Schedule to help plan future work
- Thursday – participate in morning crew Safety Discussion
 - Encourage each employee to share or discuss something safety related (an observation, experience or something they plan to change)
- Inventory materials and resources needed for upcoming items of work
 - Aggregates (gravel, sand, stone, rip rap, stone dust, RAP)
 - Other materials (topsoil, common borrow, erosion control mix)
 - Fabrics (road fabric, filter fabric, silt fence, HDPE liner, geo-composite, gcl)
 - Pipe (including gaskets, pipe lubricant, fittings, gland packs, bolts, hydrants)
 - Precast structures (manholes, catch basins, electrical vaults, septic tanks, pump stations)

As Needed

- Review Prep Inspections for major work items (P3's) prior to beginning work
 - Attach Job Hazard Analysis (JHA) to P3 for major work items
 - Participate in sharing with crew, encourage input from the crew
 - File in Field Office Trailer
- Develop and share Production Analysis on major work items (PA's)
- Inform superintendent of any personnel who are performing well, promote high performers
- Inform superintendent of any personnel in need of a Behavior Modification report
- Inform superintendent of any Incidents which require an Incident Investigation form, assist
- Inform superintendent of any near misses, assist in filling out a Near Miss form
- Initiate any new driver/operator orientation check list forms
 - Assign competent driver/operator to conduct orientation and fill out the form
 - Conduct orientation with use of operator's manual if there are no competent personnel
- Attend Job Strategy Meeting when invited and available