

Multi Family Construction Foreman Job Description

FairTradeWorks Ontario is a Multi Family Developer and Construction Project Management Service for residential and commercial clients who are building new structures or renovating. Our goal is to make building and renovating enjoyable as well as successful and we need team members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks Ontario** Multi Family Construction Foreman will be responsible for coordinating operations and overseeing workers on construction sites. As the point of reference for both workers and supervisors, they will be the key person for the completion of the project.

Please visit our website for further information - <http://liveinontario.biz/>

Responsibilities & Duties:

- Coordinate tasks according to priorities and plans
- Produce schedules and monitor attendance of the crews
- Allocate general and daily responsibilities
- Supervise and train workers and tradespeople
- Ensure adequate manpower and resources are available
- Guarantee all safety precautions and quality standards are met
- Supervise the use of machinery and equipment
- Monitor expenditures and ensure they remain within budget
- Resolve problems when they arise
- Report on progress to Managers
- Assist in planning, organizing and direct activities around the construction site
- Be willing to work hands on with the Construction Team as required
- Work with Project Coordinators to ensure that Sub Contractors are on schedule
- Ensure site is always clean and free of debris
- Assist Site Superintendent to ensure a high pace work environment is created
- Assist Site Superintendent to ensure quality control procedures are in place and upheld

Requirements & Qualifications:

- The ability to read drawings, create material lists and to fill out time cards and other minor record keeping tasks
- Proven experience on commercial building installation and dealing with multiple trades and personalities
- In-depth knowledge of construction procedures, equipment and OHS guidelines
- General understanding of structural, mechanical and electrical systems with a strong knowledge of at least one of those fields
- Must have steel toed CSA approved footwear

- Appearance must always represent the corporate brand
- Must have basic hand tools and power tools
- Forklift license is an asset
- Excellent knowledge of wood frame construction
- 3-5 Years direct experience working as Foreman for a large Multi-Family projects
- Experienced equipment operator
- Educate and enforce **FairTradeWorks** brand expectations daily

EDUCATION and/or EXPERIENCE

A post-secondary diploma is an asset, as is experience in a fast-paced environment with multiple competing deadlines and quick decision-making. A minimum of 3 Years working as a Foreman for a large Multi Family project.

OTHER SKILLS AND ABILITIES

Being open minded, client service oriented and having a strong business sense is essential in this position.

LANGUAGE SKILLS

Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence. Ability to effectively present information one-on-one and in small group situations to clients and others. Must be able to read and interpret construction drawings.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions or make appropriate job decisions following standard office polices and past precedents. Think through the consequences of a decision prior to making it.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in a variety of weather conditions. The employee must be able lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

POSITION COMPETENCIES

- Enthusiasm/Ambitious and a passion for construction
- Hardworking / Ability to work independently
- Flexibility/Adaptability
- Problem Solving/ Sound reasoning skills
- Organizing/Planning Ability
- Team Player and Strong Leader
- Excellent communicator, honest and straight forward
- Quick thinker/Fast mover
- Positive and upbeat attitude
- Find a swift and cost-effective solution to all problematic situations and daily hurdle

PRE-EMPLOYMENT REQUIREMENTS

- Candidates selected for interview must be able to pass a simple pre-employment excel test
- Candidates selected for hire must be able to pass a pre-employment police background check
- Must have current and valid Ontario driver's license with clean driving record

WORKING CONDITIONS

- Working conditions will vary from a construction office environment to an open working construction site in all weather conditions
- Moderate to loud noise level
- Fast-paced environment: subject to numerous schedule and priority changes and short notice activity
- Follow specific corporate policies, procedures, rules and regulations including all site-specific health and safety regulations
- Work area may have fluorescent lighting and air conditioning

Relationship:

Reports to: Site Superintendent

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.