

NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153
www.newcap.org

JOB DESCRIPTION

JOB TITLE: Construction Forman
SUPERVISOR: Construction Director
CLASSIFICATION: Full-Time/Non-Exempt/Hourly
WORKSITE: Oconto

JOB Purpose

The foreman supervises a crew of craftspersons in the rehabbing and building of various construction projects by performing the following duties.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises a crew of up to 10 employees and prioritizes work.
2. Reads and follows plans, material lists and guidelines and applies necessary timelines.
3. Conducts regular tailgate safety meetings.
4. Fulfills all regular and advanced installation/construction duties, including project layout, and completes required paperwork in a timely manner.
5. Organizes, supervises, leads and trains employees to complete projects within established guidelines and time frames.
6. Enforces all company safety policies and procedures.
7. Enforces all client-required safety policies and procedures.
8. Complies with all company policies and procedures and safety requirements, including crewmember discipline and documentation.
9. Submits crewmembers' timesheets to payroll by deadline.
10. Oversee day to day activities of construction crews
11. Assist Construction Director in estimating/job costing
12. Review budgets for accuracy and come to high agreement on how to best execute each job (budget developed and managed by Construction Director).
13. Oversee scheduling of crews, subcontractors, material purchasing, pick-up, and deliveries.

14. Trouble shoot and provide solutions as needed to keep job operations running smoothly and on time.
15. Review Scope of Work for accuracy (developed by Construction Director)
16. Answer any customer questions or concerns. Ensure craftsmanship is of high quality.
17. Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

Competencies

1. Collaboration Skills.
2. Customer/Client Focus.
3. Decision Making.
4. Leadership.
5. Communication Proficiency.
6. Ethical Conduct.
7. Problem Solving.
8. Project Management.
9. Thoroughness.
10. Time Management.
11. Computer literate with sound abilities in Microsoft Word, Excel, and Outlook.
12. Blue print reading.
13. Proficient in the use of construction related hand and power tools.

Supervisory Responsibility

The position directly supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include:

- Assist in the interview process, hiring and training employees.
- Plan, assign and direct work, appraise performance, reward and discipline employees.
- Address complaints and resolve problems.

Other responsibilities include:

- Attend workshops, in-service training, conferences and meetings as assigned.
- Comply with all agency policies and procedures.
- Responsible for attending Construction Department staff meetings.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is sometimes exposed to fumes or airborne particles. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud. This position is performed in both inside and outside weather conditions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must be proficient in the use of construction related power tools.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 a.m. to 5:30 p.m., 40 hours per week. Occasional evening and weekend work may be required as job duties demand.

Travel

No travel beyond Newcap's service area is expected for this position. Occasional travel to attend workshops, in-service training, conferences and meetings as assigned may be necessary.

No overnight travel is expected for this position, with the rare exception for training purposes.

Required Education and Experience

- High school education or GED equivalent with related experience and training.
- A wide range of construction experience, with heavy emphasis on framing, finish carpentry, and siding.

- An excellent working knowledge of all the trade functions related to rehab and new construction, including planning and scheduling of material deliveries and subcontractors.
- Must possess or be able to obtain within thirty (30) days of hire, a valid and appropriate state driver's license along with access to a reliable car, with proof of insurance, and meeting the driving record requirements that Newcap follows for all employees who drive company vehicles.
- Proficient with Microsoft Office programs and the overall use of computers and general office equipment.

Preferred Education and Experience

- Fifteen years of demonstrated experience in construction with heavy emphasis on framing, finish carpentry, and siding.

Other Duties

This job description should not be interpreted as all-inclusive. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Please Note: Due to the large number of resumes received, only those applicants selected for interviews will be contacted.

Thank you for your interest in joining our Team!