



JOB DESCRIPTION FOREMAN

Tejas Premier
Building Contractor, Inc.
A Subsidiary of DreamOn Group

Reports To: Project Superintendent

GENERAL SUMMARY

Works on projects involved in constructing, erecting, installing and repairing structures and fixtures of wood, plywood and wallboard using carpenter's hand tools and power tools conforming to local building codes. Read blueprints and other specification to determine methods of installation, work procedures and materials, tools and work requirements. Coordinates and oversees activities of workers engaged in construction, installation and repair of structures and fixtures.

ESSENTIAL JOB FUNCTIONS

Primary Duties

- Supervises crews, studies plans and layout and assigns workers to such tasks as layout of building line for steel or concrete work, cutting material to size, building concrete forms, erecting wooden frameworks and the like.
- Works with tools and equipment while providing leadership to further develop their crew's skills and abilities.
- Requisitions, obtains and distributes supplies and materials. Makes sure carpenters have materials and tools, as they need them.
- Revises work assignments as required by priorities and work availability.
- Oversees several jobs at one time.
- Explains and demonstrates procedures and techniques to workers. Oversee crews and subs to insure they are working under safe conditions.
- Interprets specifications and work orders for workers.
- Assists workers in resolving problems on the job.
- Examines blueprints to determine dimensions of structure.
- Lays out floor plan and finish work, using required tools and instruments.
- Selects materials and structural units and inspects them to ensure conformance with contract documents. Compiles a list of special order materials ensuring to meet all time requirements for delivery.
- Determines sequence of activities concerned with fabrication, assembly and erection of structure.
- Inspects work performed by subcontractors, including ductwork, wiring and pipe installations, to ensure conformance with specifications.
- Installs door hardware, builds stairs and lays hardwood floors.
- Assists Project Superintendent in preparation of time cards.
- Attends safety and training classes to stay abreast of current rules and regulations.
- May coordinate and work with architects and building inspectors.
- Serves as a backup for the Superintendent.
- Performs additional duties as required by the job.

REQUIREMENTS

Education:

- Must have high school or equivalent.
- Vocational or technical training in carpentry, masonry or related training preferred.

Experience:

- Must have at least 5-8 years related experience including one year as Lead Carpenter.

Skills:

- Must have own hand tools.
- Must have the ability to use layout instruments for building line and grades.
- Must have the ability to work in a fast-paced environment.
- Analytical skills-to identify problems and opportunities, reviewing possible alternative courses of action before selecting one, utilizing information resources available when making decisions.
- Problem solving skills-To develop feasible, realistic solutions to problems, recommending actions designed to prevent problems from occurring and referring problems to upper management when necessary.
- Planning & Organizational Skills-To develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Communication Skills-To effectively convey ideas and information both in written and oral form.
- Reading Ability-To effectively read and understand information contained in memos, reports, bulletins, plans and the like.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. This document does not create an employment contract implied or otherwise.