

Foreman

Chemcote, Inc.

Position Title:	Foreman		
Reports To:	Operations Manager		
Direct Reports:	Laborers, Operators, Truck Drivers	Department/Division:	Paving/Aggregate
Prepared Date:	2025	Last Revised Date:	5-05-2025

Position Overview

The Foreman is responsible for overseeing daily project operations on construction job sites, including coordinating crew members, materials, and equipment. This role ensures the project is performed efficiently, safely, and according to specifications and quality standards. The Foreman leads by example, manages field operations, and serves as the key on-site contact for superintendents and subcontractors.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

Performs daily supervision of crew members and equipment as follows:

- Supervise and coordinate activities of crew members to ensure timely and high-quality work while providing support as needed.
- Oversee and lead crews to ensure efficient and high-quality project execution.
- Interpret and follow project plans, blueprints, and specifications to ensure work is performed correctly.
- Plan daily operations and assign tasks to crew members based on skill level and project needs.
- Inspect completed work for accuracy, compliance, and workmanship.
- Ensure proper set-up and breakdown of work zones, including traffic control.
- Monitor and maintain proper use and care of equipment.
- Coordinate the delivery and use of materials with suppliers and project managers to understand project requirements, timelines, and specifications.
- Conduct pre-job meetings to review project plans, safety protocols, and crew responsibilities.
- Enforce and follow safety policies and procedures, including wearing proper PPE and holding daily safety briefings to maintain a secure work environment.
- Collaborates with the crew members to address challenges, adjustments, and optimize workflow.
- Document daily job site activities, including timekeeping, crew performance, material usage, and equipment logs.
- Communicate effectively with project managers, inspectors, subcontractors, and other stakeholders to resolve issues and maintain schedules.
- Provide daily reporting to the operations team with detailed information defining activities that have been performed, in what areas of the site they have been performed and the tonnage or quantities installed.
- Coordinate trucking schedule with our internal dispatcher and maintain daily as well as constant communications with plant operations.
- Backfill into any supervised position as needed (i.e., crew member absence).
- Train and mentor crew members to promote growth and skill development.

OTHER REQUIREMENTS

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must be willing to work nights and weekends when necessary.
- Report to the assigned job site ready to begin work at the designated start time.
- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.

- Strict adherence to Chemcote, Inc. policies and procedures as outlined in the Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as required.
- Timely and regular attendance is an expectation of performance for all Chemcote employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- High school diploma or GED required. Technical training or certifications in asphalt paving is a plus.
- Minimum 3–5 years of asphalt paving experience, with at least 1–2 years in a supervisory or lead role.
- Proven experience as a Leader in the construction industry.
- Certification or training in construction management or a related field is preferred.
- Prefer familiarity with scheduling and project management software.
- Experience in cost control, budget management, and resource allocation is highly recommended.

Work Requirements

- Strong understanding of asphalt paving, aggregate and construction procedures, grades, slopes, and compaction.
- Ability to read and interpret construction plans and specifications.
- Proficient in construction processes, paving/aggregate techniques, paving/aggregate equipment, hand tools, etc.
- Knowledge and understanding of safety regulations and a commitment to maintaining a safe work environment.
- Ability to problem-solve, make decisions, and adapt to changing project conditions.
- Must possess the ability to be actively involved in job site activities and inspections.
- Must be available to work flexible hours and travel to different job sites within Central Ohio.
- Proficient in reading and interpreting project plans, blueprints, and specifications.
- Strong leadership and decision-making skills with the ability to manage and motivate a team.
- Excellent time management, organizational, and communication skills.
- Certifications: OSHA 30; First Aid/CPR

Knowledge/Skill Requirements

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and communicate with simple correspondence using the English language. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American currency, weight measurement, volume, and distance.

REASONING ABILITY:

Applying common sense understanding to carry out detailed verbal/oral and written instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER:

A valid Ohio driver's license and reliable daily transportation are required for this position.

Physical Requirements

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.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Bend</i>		X		
<i>Kneel</i>		X		
<i>Squat</i>		X		
<i>Climb</i>		X		
<i>Stand</i>		X		
<i>Walk</i>		X		
<i>Sit</i>		X		
<i>Reach</i>		X		
<i>Drive</i>		X		
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>			X	
<i>Left</i>			X	

This position requires an employee to lift:

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee regularly works near moving very hot mechanical parts, products, and is regularly exposed to wet and/or humid outside weather conditions and extreme heat. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>		X		
<i>Cold Weather</i>		X		
<i>Wet Weather</i>		X		

<i>Exposed to Noise</i>	X			
<i>Exposed to High Heat</i>	X			
<i>Moving Equipment</i>	X			
<i>Working with Others</i>	X			

The statements included in this Foreman job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name