



Job Description

12/20/2021

JOB TITLE: Carpentry Foreman

DIVISION: Carpentry

REPORTS TO: Superintendent

HOURLY RANGE: Competitive Market Range

EFFECTIVE DATE: 1/5/2022

SUMMARY:

The Carpenter Foreman will lead and direct the field carpentry staff onsite. This shall include, but not be limited to; enforcing company policies and practices, managing subcontractors work product in representation of ZSI onsite, and keeping the company within compliance as set forth by the contract for specific jobs and directed by ZSI Superintendent team.

DUTIES AND RESPONSIBILITIES:

- Oversees management of material use onsite within project outline
- Oversees onsite safety protocol and administration for all staff under ZSI umbrella
- Maintains jobsite OSHA compliance with federal, state, and local laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance with safety staff
- Maintains knowledge of commercial carpentry trends, best practices, code changes, and new technologies in construction field services
- Advises and assists ZSI Superintendents for project and jobsite management issues
- Keeps up to date on overall activities of the company, identifying problem areas and taking corrective actions with field staff where applicable and within job scope for project delivery
- Responsible for planning, organizing, and coordination of daily activities and work assignments for the onsite team
- Must accurately track and report daily work hours for crew, equipment utilization, and quantities for the work performed

SUPERVISORY RESPONSIBILITIES:

- Directly supervises carpentry field staff in accordance with ZSI's policies and applicable federal, local, and state laws



ZEBBY SULECKI, INC.

CONSTRUCTION SPECIALISTS

- Responsibilities include training, planning, assigning, and directing work; addressing complaints and resolving problems onsite

EDUCATION AND EXPERIENCE:

- High School diploma or GED required
- Apprentice or tech school degree preferred
- 3+ years of foreman experience
- 30 hour OSHA preferred
- Read and understand blueprints required
- CPR and First Aide certification preferred
- Lift, Lull and boom training and certification preferred
- Demonstrated proficiency in supervising and motivating team members
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, excellent written and verbal communication skills
- Ability to work with all levels of management towards a team and project goal

COMPETENCIES:

- | | | | |
|------------------|------------------|--------------------------|-------------------|
| -Problem Solving | -Teamwork | -Initiative/Self Starter | -Results oriented |
| -Leadership | -Managing People | -Motivated | -Driven |
| -Ethics | -Adaptability | -Dependability | -Resourcefulness |
| -Communication | -Bilingual | -Efficient | -Time Management |

PHYSICAL REQUIREMENTS:

- Prolonged periods of standing.
- Must be physically able to perform construction-based tasks onsite.

Employee: _____ Date: _____

Signature: _____