

Construction Trades Foreman

This document sets out an achievable standard for a first line supervisor on construction sites in Alberta and is the target endorsed by the Construction Owners Association of Alberta (“COAA”)

A. Responsibilities

The Construction Trades Foreman provides leadership, schedules, coordinates, supervises and ensures the safety and productivity of crews at the workplace who install/assemble components of industrial products and structures. As a key participant in the relationship with the contractor, company and client, the foreman acts as management liaison and client interface. The foreman has the following specific areas of responsibility:

1. **SAFETY:** The foreman must facilitate a safe work culture, is accountable for the safety of the crew and must understand the legal liability of the role; ensuring crewmembers apply the standards for safe working conditions and are fit for work each day.

This may include:

- *Knowing, understanding, communicating and ensuring compliance with the safety regulations (Occupational Health and Safety Act) and safety policies and procedures.*
- *Identifying needs and providing or arranging for crew safety training.*
- *Conducting “safety tool box” meetings.*
- *Completing initial safety and hazard assessments (Field Level Risk Assessments [FLRAs]).*
- *Providing answers to any technical safety questions.*
- *Participating in safety/incident investigations and reviews.*
- *Completing incident and other safety reports.*

2. **LEADERSHIP and SUPERVISION:** The foreman leads the crew and is accountable for how the crew completes the assigned work, and must understand and consistently apply the employer’s policies.

This may include:

- *Ensuring new crew members are oriented to the job.*
- *Assessing competency and capability of tradespersons; evaluating crew capability and benchmarking to others to ensure that the crew meets required levels of quality.*
- *Communicating the job to and with the crew.*
- *Assigning individual and crew tasks.*
- *Coordinating on the job training for apprentices and facilitating mentoring of apprentices by journeymen.*
- *Identifying other training needs for the crew and facilitating delivery of that training.*
- *Setting and maintaining work standards and outlining behavioural expectations to ensure crew morale and productivity.*
- *Promoting, supporting and facilitating teamwork and harmony between all construction crews by promoting and fostering a positive, visible teamwork attitude among all project crews, regardless of craft makeup.*

3. **PLANNING and SCHEDULING:** The foreman is accountable for following project plans and schedules and ensuring the crew's daily and weekly activities meet production goals.

This may include:

- *Identifying and/or verifying that all tools and materials (the field installation work package [FIWP]), required by the crew are available and complete.*
- *Identifying needs and deficiencies in the plan/schedule and communicating these to the appropriate persons.*
- *Translating general work requirements into a prioritized plan for individual tasks and assignments.*
- *Reviewing and adjusting specific workforce activities and task schedules to meet established production schedules.*
- *Working with the crew to overcome work challenges.*
- *Resolving, or if unable to resolve, reporting any scheduling conflicts with other crews and contractors to the appropriate persons.*

4. **EMPLOYEE RELATIONS (“E.R.”):** The foreman must champion an inclusive ER culture and is accountable for the adherence to ER policies and procedures by the crew to ensure a respectful and inclusive work environment.

This may include:

- *Knowing, understanding, communicating and ensuring compliance with all project ER requirements as they relate to policies, procedures and programs.*
- *Recognizing, addressing and resolving issues/problems among/between crew(s).*
- *Ensuring that the Project Employee Relations Manager or designate is included in all major potentially controversial or questionable ER matters.*
- *Seeking the advice of the Project Employee Relations Manager or designate in a timely manner, for all potentially controversial or questionable matters.*
- *Applying the company's corrective action policy consistently and fairly.*
- *Applying project procedures, worksite policies and collective agreement requirements.*

5. **QUALITY CONTROL:** The foreman is accountable for ensuring that the completed work meets standards and for recommending work processes that will improve productivity and product quality.

This may include:

- *Overseeing the execution of the work, including quality and production, by ensuring that the crew works to job specifications and follows the blueprints.*
- *Inspecting completed work and initiating timely resolutions.*

6. **ADMINISTRATION:** The foreman is accountable for the preparation of reports as required by the employer.

This may include:

- *Requisitioning supplies to address any deficiencies in FIWPs.*
- *Maintaining foreman's log or diaries.*
- *Reporting on workface production and work progress.*
- *Completing quality reports.*
- *Completing required statistics.*
- *Obtaining permits.*
- *Time keeping and time cards, including recording late starts/early starts.*
- *Distributing cheques and handling problems with cheques.*
- *Recommending personnel actions such as hiring, promotions and discipline.*

B. Knowledge, Skills and Attitude

Knowledge:

Knows and understands:

- ✓ Company and project safety programs.
- ✓ Occupational Health and Safety and environmental issues.
- ✓ Workers' Compensation Board and insurance (health and welfare/disability) provisions.
- ✓ Collective agreement, Employment Standards and company policies.
- ✓ How to read blueprints.
- ✓ Scope of both, one's own and other construction trades.

Skills:

Has the ability to:

- ✓ Lead the crew.
- ✓ Effectively communicate orally and in writing, with good comprehension.
- ✓ Assess crew skills.
- ✓ Coach and teach crew members.
- ✓ Apply good problem solving and conflict resolution skills.
- ✓ Manage differences and diversity at the work site.
- ✓ See how the work and tasks fits into the project.
- ✓ Form and implement workface crew plans and schedules.
- ✓ Organize and delegate work.
- ✓ Handle the administrative duties of position, including completion of required documents.
- ✓ Effectively use computers and other technology.

Attitude:

Shows that s/he:

- ✓ Is ready to take on new challenges and is willing to learn.
- ✓ Has good work ethics.
- ✓ Can adjust to change.
- ✓ Can be a role model and one who leads by example.
- ✓ Is willing to motivate and mentor crew members.
- ✓ Is a team player.
- ✓ Takes responsibility.
- ✓ Is honest and acts with integrity.

C. Qualifications

- ✓ Has completed Leadership for Safety Excellence.
- ✓ Has completed Construction Safety Training Systems (“CSTS”).
- ✓ Has a current Standard First Aid certificate.
- ✓ Has completed a formal supervisory training program (e.g., Better Supervision, Merit Supervisory Training Program or equivalent).
- ✓ Has 3 to 5 years experience as a qualified and competent tradesperson, who is familiar with other construction trades and crafts.