



Example of Concrete Foreman Job Description

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Our company is growing rapidly and is looking for a concrete foreman. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for concrete foreman

- Follow and maintain all safety policies, procedures and regulations
- Lead daily meeting assigning tasks to crew members
- Locate, measure and lay out locations for placement of concrete
- Set forms to desired elevation, depth and alignment
- Install anchor bolts and templates
- Communicate with customers, subcontractors and employees on updates of the project
- Complete daily paperwork and reports
- Promote a safe working culture for all employees
- Ensure Pre-job inspections are completed
- Assure progress reports are turned in on schedule

Qualifications for concrete foreman

- Experience implementing Temporary Traffic Control procedures per the Manual on Uniform Traffic Control Devices (MUTCD) Part 6
- Extensive work experience and broad knowledge of maintenance activities
- Knowledge and experience in completing forms and reports, reading and understanding preventative maintenance guidelines and the Foreman's Manual
- Training and experience in GAMS/AGILE Assets
- Current flagger training and proven experience and working knowledge in traffic control procedures and installation

