



# Example of Concrete Foreman Job Description

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Our company is searching for experienced candidates for the position of concrete foreman. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for concrete foreman

- Construct foundations for machinery
- Position and secure steel bars or metal mesh in concrete forms to reinforce concrete structures
- Read and interpret construct drawings including but not limited to piping, mechanical, concrete foundation and structural steel
- Supervise and direct craft workers comprised of multiple trades
- Establish a safe, clean and productive work environment with a focus on housekeeping and zero injuries
- Implement process improvements within the finishing department to improve productivity and efficiency
- Lead and educate a team of finishers and coordinate day to day activities as directed by supervisor
- Meet project budgets and coordinate work with loading crew to meet shipping schedules
- Skilled at forming curb, driveways, sidewalks
- Quality interior and exterior concrete finishing applications

## Qualifications for concrete foreman

- Demonstrates good public relations and interpersonal skills with internal staff, management, local government officials and general public
- Ability to adapt to changing situations and work plans

- Ability to bend, lift, climb, stand, or walk for long periods of time
- Ability to exert oneself physically over time