



# Example of Concrete Foreman Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Divide concrete construction projects into different stages and evaluate how much labor and materials are required for each stage
- Consult blueprints, drawings, and plans to ensure that concrete structures are accurately placed and installed
- Maintain accurate records of the number of hours worked and the amount of materials used for each project
- Inspecting blueprints for determining various aspects of structure
- Scheduling materials with purchasing agent
- Safely and efficiently operate heavy equipment of various types
- Order required supplies and materials
- Operate power trowel properly (understand patterns)
- Use saw to cut expansion joints
- Supervise and Assist Crew Members

## Qualifications for concrete foreman

- Ability to be on call 24/7 in the event of emergencies
- Possession of a valid Commercial Driver's License Class A
- Possess a general understanding of the organizational structure of the Department and the working relationship between the Department and its customers
- Ability to determine priorities from management and convey information to and from the general public

- 5+ years related experience in concrete construction and/or training