



# Example of Foreman Job Description

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Our company is looking to fill the role of foreman. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for foreman

- Supervise personnel in safe construction of distribution and transmission systems
- Know safety rules/practices, regulations, and operating procedures and see that they are followed
- Carry out quality tool box talks
- Provide suggestions and recommendations for temporary works solutions
- Carry out 'mini' and 'visitors' inductions
- Communicate the weekly programme and targets to the workforce
- Understand key milestones provided in stage programme
- Be aware of specification and other contract documents
- Understand the basic company protocols with regard to accidents and incidents investigations
- Be able to take off and schedule material quantities accurately

## Qualifications for foreman

- Have experience of monitoring TM switches, concrete pour dates
- Validate Labour and plant records to the project cost control procedure
- Manage the project team and supply chain to deliver projects to time, cost, and quality targets and standards
- Manage the customer relationship during delivery, including change and decision making to manage expectations
- Ensure the company, divisional procedures and policies are followed by the

- Manage external consultants