



# Example of Foreman Job Description

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Our company is growing rapidly and is looking for a 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 foreman

- Have previous experience in Project Management within the relevant industry
- Be able to communicate effectively to manage customer relationships, in addition to strong planning and organisation skills to deliver operational excellence and efficiency
- Have some experience of leading teams, be confident in the ability to lead, influence and communicate with others to deliver targets are required
- Be financially aware of what is required to deliver targets, with a desire to continuously improve safety and sustainability performance
- Input into the production of work package plans and risk assessments
- Identify future requirements for setting out and communicate to engineering team
- Carry out independent inspections of their own section others
- Input into weekly programme and monitor progress against KPI's
- Assess material waste allowances and implementation of appropriate improvement actions
- Have the ability to clearly communicate the requirements of a safe system of work to ensure that these are followed accurately

## Qualifications for foreman

- Understand the basic company protocols with regard to accident and incident investigations

- Have a full awareness of specification and other contract documents
- Be experienced managing the work of direct labour and subcontractors
- Have ability to learn or have background in repair, cleaning and painting of all car types, understand AAR interchange rules, inspection experience and the ability to grasp all aspects of the Field Services Specialist function
- Must handle and successfully complete basic railcar repairs and inspections