



## Commercial Concrete Foreman

**Position Description:** Plan, organize, supervise, and complete concrete projects. Lead, direct, and coordinate vendors and/or manage 3CI Trade Employees, subcontractors, and/or vendors. Manage schedule delivery, quality of work performed, and adhere to project budget and safety requirements

### Essential Duties & Key Responsibilities:

- Plan, organize, supervise, and complete concrete projects.
- Lead, direct, and coordinate work of vendors and manage 3CI Trade employees, subcontractors, and vendors.
- Manage schedule delivery, quality of work performed, and adhere to project budget and safety requirements.
- Function as working foreman while leading and supervising concrete crew to complete concrete work.
- Foster a workplace environment demonstrating the highest standards of care using 3CI's Active Caring philosophy.
- Review construction documents and coordinate concrete construction ahead of work.
- Oversee and make decisions related to performance of work and review jobsite needs with project staff.
- Comprehend scopes of work per plans and specifications and lead team to complete installation.
- Leverage knowledge of concrete to install scope of work per plans and specifications.
- Collaborate with project team to create schedules and determine sequencing of work.
- Develop and implement recovery strategies to maintain project schedule.
- Perform construction layout using surveying practices and equipment.
- Pre-plan work and monitor weather conditions affecting concrete pouring and curing.
- Complete Pre-Pour Plan & Checklist for concrete pours.
- Inspect installation of embeds and anchor bolts prior to, during, and after concrete pour.
- Collaborate with project team for scheduling and expediting delivery of materials and equipment.
- Develop concrete work schedules and manage concrete pour activities.
- Oversee work among assigned trade teams to promote coordinated project operations.
- Engage with subcontractors and suppliers to verify their understanding of their scope of work.
- Manage contracted work to ensure compliance with approved contract documents.
- Investigate and document resolution of issues within assigned scope of work.
- Work closely with Superintendent to resolve local area problems.
- Walk with inspectors for inspections and document comments in Non-Conformance Reports (NCR).
- Review, complete, and submit daily documentation for time sheets, production sheets, and safety paperwork.
- Collaborate with EH&S and Quality Control teams for overall site safety and quality programs.

### Requirements

- Minimum of 7 years of experience required.
- Minimum of 1 year of foreman, team lead, or supervisory experience, or equivalent combination of education, training, and experience.
- Must have and maintain active OSHA 30-hour certification or willing to pursue certification.
- Ability to lead, delegate, and engage with and motivate teams.
- Strong planning and analysis skills.
- Able to think critically and use good judgment to solve problems.
- Ability to read, understand, and interpret construction contract documents, drawings, specifications, and project schedules.
- Clear and professional verbal and written communication skills.
- Basic computer skills to utilize company and project applications.
- Proficient knowledge of Environmental Health Safety (EH&S) processes and regulations.
- Ability to develop team members and deliver performance feedback.
- Valid state and/or Commercial Driver's License (CDL) as applicable.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Performance of the required duties require physical ability to navigate work areas under construction, climb permanent and temporary stairs, passenger use of construction personnel hoists, and climb ladders, along with the following:

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works on-site at the construction site where the employee is exposed to moving mechanical parts, high precarious places, fumes or airborne particles, outside weather conditions, and risk of electric shock. The noise in the work environment is usually moderate to loud. The employee is required to work in compliance with company safety policies, procedures, and applicable laws.

*\*May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.*

## **3C Industries is an Equal Opportunity Employer**

**Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity**