



Foreman

Standard Operating Procedures

Job Description

Fox Enterprises foreman assigns duties and is responsible for monitoring the progress of a project and keeping it on track from a time and progress standpoint. The Foreman is directly over the lead and laborers. Foreman is to ensure workers are qualified and knowledgeable about their roles and make assignments according to skill sets. Foreman's work closely with the Project Managers to schedule and execute a project. Fox Enterprises expects all foreman to uphold to "The Fox Way" which states:

"We at Fox, are the regions premium slip forming contractor – our business purpose/aim is to provide a top quality/market priced service. We have the reputation as the best at what we do with a flexible (can do) team-oriented culture and a unique ability to solve problems. Our cutting-edge technology ensures high quality and precise workmanship- on time – every time across a wide range of applications."

Jobsite Management

Foreman's report to one assigned Project Manager (PM) for all Company needs including Human Resources, Accounts Payables, Receipts, Daily Logs, Time Off, etc. The PM you are assigned to is your immediate supervisor. Each project will be assigned a specific PM, this will be your immediate supervisor over said jobsite. Foreman shall ensure all Fox Enterprises Employee Handbook rules and regulations are followed in addition to OSHA and other governing bodies related to our scope of work.

Foreman, Leads and field employees are not permitted to call or text the President of Fox Enterprises unless of emergency or President initiates or requests communication. The Foreman shall use appropriate communication through PMs jobsite needs and all other company needs.

Foreman daily and weekly responsibilities include but are not limited to:

Jobsite Management:

- Working with PM for a weekly schedule of work activities on each project they are assigned.
- Direct crew members in their individual tasks to insure productivity and efficiency.
- Communicate jobsite issues, concerns, discrepancies in plans and the scope of work to their PM.
- Communicate to PM and Shop Manager equipment needs, breakdowns, scheduled maintenance and assist in coordination of equipment to and from the shop.
- Be familiar with the plans, specs and scope of work. Questions or concerns should be communicated to the PM.
- Responsible for assigning jobsite tasks to both lead and labor crew members.
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- Responsible for promoting safe working conditions, proper PPE and determining each crew member has the ability to carry out assigned tasks.
- Notify PM of any employee whose work and actions are detrimental to a safe, productive work environment and other crew members. Develop with PM a plan to rectify the situation which can ultimately result in employee termination. (Refer to employee hand book on discipline policy).
- Identify areas of opportunity for Fox Enterprises on each job. Encourage new and better ways to accomplish each task. (The Fox Way).
- Work requested outside of Fox Enterprises contract scope by the GC/Owner shall be sent to the PM. Change Orders must be submitted and approved in writing by the PM and GC prior to change order work beginning.
- Work directly with GC to resolve jobsite issues onsite with a team-minded mentality to ensure quality work and upholding The Fox Way reputation as a team player and valuable partner to the GC.
- Take a minimum of 4 jobsite pictures daily and upload with daily progress report to Field Ease. Pictures shall be of work accomplished that day including any issues that hindered production. (please provide reference points of location including but not limited to, street signs, buildings, landmarks etc.)
- Accurately list all materials ordered, delivered and used on Daily Log. Daily measurements and yields shall be listed on Daily Log.
- Coordinate concrete pour schedule with PM, usage of approved mix design and verifying concrete is ordered and set up for each pour.
- Concrete plant issues shall be communicated to the PM immediately. (EX. unable to get concrete when scheduled or ordered, delayed or late trucks, loads not meeting specs, truck driver issues).
- Foreman's are responsible to know location of wash out pit before job starts and notify GC if wash out pit location has not been determined.
- PM will provide a detailed work order and plans for each project. Foreman shall review and determine needed crew members and verify with Shop Manager that all equipment, trailers, tools, curb molds, forms and deliveries are accomplished to meet schedule.
- Foreman will communicate with the PM if additional materials are needed to complete the job.

Additional Jobsite/Daily Duties

- Foreman shall report to the shop or jobsite 30 minutes before the crew start time. Foreman will work with PM to adjust field employees earlier or later start times to accommodate travel times. Will also communicate to the crew when Saturday work is required.
- If Foreman has to leave the jobsite for any reason, he will designate his lead man to oversee said job.



- The Foreman is responsible for overseeing training of new employees.
 - The Foreman oversees the crews for setting forms, installing reinforced steel, conveying, pouring, finishing, and curing concrete.
 - The Foreman shall inspect bracing and shoring of concrete forms to ensure their stability before and during each pour.
 - Forman shall verify that all finished product meets the standards of The Fox Way.
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- The Foreman must coordinate with the PM if tools and or materials have mistakenly been forgotten. Materials will not be delivered from shop personnel without PM approval.

TIME & EXPENSE RESPONSIBILITIES:

- Foreman is responsible for equipment and daily time of full crew utilizing Field ease.
- Time from previous day is due no later than 8am the following day. Foreman is responsible to make sure time is submitted on time.
- Foreman will work with Lead on any payroll time submitted incorrectly that doesn't match GPS. If not resolved by payroll deadline the hours will be omitted until the issue is resolved.
- Foreman will not allow Lead or Field crew to log payroll hours at the shop without a signed pre-approval from Shop Manger.
- If errors occur on time entry, corrections will not be made on payroll until the following pay period.
- Units recorded on Daily log shall correspond to units on work orders. (SF, LF, SQ, YD etc.)
- Concrete Supplier, yards poured, and yield must be recorded daily.
- Foreman must be familiar with The Fox Way driver's policy.
- Foreman will be held responsible for laborers time off request. It is at the Foreman's discretion if laborer is approved for time off, if time is available and schedule permits.
- No Call/No Show, unexcused absences, and excess use of time off should be reported to PM immediately. The PM will take disciplinary actions.
- The Foreman along with the Lead will record time properly by the classification of each employee failure to do this will result in no pay for those not reported properly.
- The Foreman and Lead will report to the PM for all time off request.
- The Foreman is responsible for sending receipts daily to the PM, including fuel receipts. Submit receipts and concrete tickets daily through Field ease.

SAFETY RESPONSIBILITIES:

- Personal Protection Equipment (PPE) will be provided by the company to each crew member. If it is lost or damaged, it must be reported to the Shop Coordinator (see employee handbook).



- It is the Foreman's responsibility to make sure his crew is using the proper safety gear and safety footwear.
- Each Foreman has an accident reporting kit located on iPad, with forms to fill out based on the given situation. Any damage to equipment, trucks, or tools must be reported immediately with pictures provided.
- In the event of an injury accident, the kit will have instructions to follow. The IA-1 form must be completed and sent to the office that same day. The Foreman will alert the PM of any accident.
- All trucks must carry safety cones and flares in case of breakdown.
- If an employee is stopped for inspection and fined for misconduct such as being under the influence of drugs or alcohol, or for not completing paperwork or having the required logs in the truck, \$1,500.00 will be assessed to the Foreman to be deducted from his pay (applies to all employees).

EQUIPMENT RESPONSIBILITIES:

- The Foreman is responsible for checking equipment. Check fluid levels, lights, load is secure and safe, etc. (See attached Operators Check List).
- Report any damaged equipment to the Shop Manager and tag any tools that need repaired.
- Driver Vehicle Reports and Driver Daily Logs are to be turned in each day. This has to be done if a truck needs repair, this is a DOT requirement. If you need these log books, request from the Shop Manager.
- Foreman is responsible to notify Shop Manager of any maintenance needs on all equipment.
- Equipment daily usage will be reported on daily log in Field ease.
- Foreman is responsible to ensure that crew trucks uphold the standard of The Fox Way.

Foreman Signature

Date

VP of Operations

Date