

## Foreman/Field Supervisor/Superintendent

---

### General Job Description

The foreman/field supervisor/superintendent is responsible for organization and field management of electrical projects and implementing measures to increase the company's effectiveness and efficiency.

### Main Objectives of the Foreman/Field Supervisor/Superintendent

- Maintain an average gross margin over all projects of 13% or over.
- 100% customer satisfaction.
- Resume experience and ability to interview well.
- Ability to manage a minimum of 3 electrical projects \$500K-1M.

### Miscellaneous Expectations

- A minimum of 6 years' experience managing high dollar projects and large teams of staff
- Strengthen existing, and build new relationships.
- Utilize prefabrication.
- Provide assistance to acquire quality foremen, journeymen, and apprentices.
- Candidate must be able to train new foremen and grow existing foremen with labor savings ideas.
- Candidate must be able to travel with incentives.
- We recommend our foreman/field supervisors/superintendent to get LEED and NICET Level 2 certified. This can be done over the next calendar year. For the LEED certification you would be responsible to take the test and get all the test materials for the actual certification. Once certified Weifield will provide an increase to your hourly wage of .48 per hour (\$1,000/year). Weifield will pay for any NICET Level 1 and Level 2 testing.

### Qualifications/Skills Expected of Position

- Review and implement contract documents, including plans, specifications, schedules, and estimates.
- Follow jobsite labor manual and change order budgets for correct phasing and time reporting.
- Foreman/Field Supervisor/Superintendent is responsible for journeymen and apprentices' daily production, installation methods, and quality control.
- Field questions from journeymen and apprentices and provide acceptable solutions.
- Complete layout coordination, making dimensioned sketches of all pads, sleeves, underground runs, electrical rooms, and equipment rooms.
- Coordinate installation with other trades on the jobsite, consulting with supervisor when drawings or RFIs can't be obtained.
- Monitor that correct tools and materials are in all work areas in a timely manner.
- Re-enforce that all team members must exhibit and promote a positive attitude and high morale during the project, taking corrective action when necessary.
- Ensure safe work practices with all installation methods.
- Ensure that no work is performed outside the scope of the contract without supervisor authorization.
- Fill out daily field reports and keep a written daily log.
- Follow supervisor's scheduled activities.
- Notify supervisor of delays in accomplishing assigned field tasks.
- Schedule and plan for miscellaneous material purchases in bulk for the jobsite or prefabrication.
- Verify wire lengths for optimum field productivity.
- Check with supervisor before reordering material for backorder status.
- Unload and store materials in a secure area, completing inventory from the purchase order and approved submittals.

- Notify supervisor of any damaged or missing items.
- Return all material that does not meet job specifications, unused materials, and tools to staging area or main warehouse.
- Conduct weekly safety meetings and record attendees, keeping a record of any comments or problems.
- Fill out injury reports in a timely manner.
- Take immediate, corrective action when policies are not followed by subordinates
- Attend subcontractor foreman/field supervisor meetings with an agenda outlining electrical needs, ensuring all comments are recorded in meeting minutes.
- Record and turn in time tickets with correct hours and phasing.
- Act upon new correspondence and drawings from supervisor only, not the client.
- Have daily meetings with supervisor to review all problems.
- Update as-built drawings weekly and conform to specifications.
- Update on-going punch list, completing areas as the job progresses, eliminating loose ends, and perform in a timely manner.
- Perform testing and test reports as required by specifications.

#### Dress Code

- Field employees will wear appropriate shirts with sleeves, long pants and sturdy work shoes or boots (OSHA standard). All clothing will be of a proper fit and condition so as not to constitute a safety hazard. Clothing may not have any derogatory, offensive, sexually suggesting or degrading writing, symbols, pictures, language, or logos of other contractors. Employees may wear jewelry as long as the jewelry is appropriate and does not constitute a safety hazard. Body piercing (other than earrings) should not be visible. Similarly, employees will keep their hair and facial hair groomed to avoid safety hazards; or they will secure their hair to avoid safety hazards.

#### Reporting

The foreman/field supervisor/superintendent reports to the project manager and/or construction manager.

#### Measurements (Yearly)

The general foreman/field supervisor/superintendent's success is measured by the following criteria:

- ability to start and manage projects without guidance
- development of process and tools that streamline operations and cut costs
- able to bring answers to the table and implement solutions quickly
- yearly evaluation

#### Compensation Package

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the "Base Plan" by WGC 1 <sup>st</sup> of the month following date of hire for you and your family
<b>Family Health Insurance:</b>	Yes
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following date of hire
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following date of hire
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following date of hire
<b>Flex Pan:</b>	Employee can set aside \$2650 pre-tax dollars for health/\$5000 for daycare 1 <sup>st</sup> of the month following date of hire

<b>401k/Safe Harbor:</b>	Participate after 60 days of employment. Weifield matches 100% of investment up to 4% after one year with no vestment schedule
<b>PTO:</b>	5 days for years 1-3, 10 days years 3-5 and 15 for years 5+ in addition to 7 paid holidays *PTO is negotiable*
<b>Cell Phone:</b>	Yes
<b>Vehicle:</b>	Yes. If a company vehicle is not available immediately, the vehicle allowance will be \$400/month with gas card
<b>Schedule:</b>	The anticipated work schedule will average 40 to 50 hours per week. Early morning, evening or Saturday work may be required.
<b>Current Driver's License Required:</b>	Yes
<b>Current CO JW License Required:</b>	Required (or reciprocal states)
<b>Pension Plan:</b>	Yes – part of Prevailing Wage projects
<b>Technology:</b>	Corporate email access via company cell phone, iPad and/or laptop
<b>Current Driving Record:</b>	Must provide motor vehicle record

**Weifield Group Contracting Inc. is an Equal Opportunity Employer.**