



Warfel Construction Company has an opportunity for a full-time jobsite Foreman. This role is responsible for assisting Superintendents and the internal project team with daily tasks, including coordinating subcontractors, reviewing material deliveries and quality of installations, and other documentation requirements on jobsites. Depending on experience and preference, this position may also be responsible for running their own project. This position will report to the site Superintendent, with direct oversight from the Director of Field Operations.

Daily travel to a project within a 0 – 120-mile radius may be required. Agreement to additional travel outside of the required radius creates eligibility for a salary premium based on the distance.

Major duties will include, but are not limited to, the following:

- Reviews daily jobsite needs with the job site supervisor and defines how they assist to track or manage or check items that are progressing.
- Reads and interprets project plans and specifications and analyzes construction methods and scheduling for details and sequences of work.
- Promotes a culture of jobsite safety and demands safe work practices from everyone onsite. Rectifies jobsite hazards immediately and ensures that all safety procedures are adhered to both by Warfel employees and subcontractor employees and visitors. Assures that designated safety personnel conduct regular safety inspections and reviews.
- Manages all new contract documents and keeps all file locations/paper copies updated with newest documents onsite either electronically or on paper.
- Checks shop drawings and submittals submitted by subcontractors and field measurements to confirm design requirements are met before materials are fabricated.
- Purchases miscellaneous jobsite materials and rough hardware and supplies as authorized by the Superintendent and Project Manager.
- Assists site supervisor with the activity of vendors for adherence to delivery dates and completion of field activities. Take appropriate action if schedules are not being met to document it as an issue.
- Review material deliveries brought in by subcontractors and verifies them against approved submittals and contract documents. Tracks delivery log.
- Communicates internally and externally as requested by project team. Prepares notes and photos to subcontractors for various reasons, i.e. confirm phone conversations, request information, document issues, verify delivery dates, etc.
- Routine photographic documentation of progress onsite. Files accordingly. Follows QC labeling requirements
- Supervises workmanship onsite to ensure installed work is in compliance with drawings and specifications and meets Warfel standards. Performs inspections of installed materials or assists site supervisor with review and completes documentation of QA/QC reports.
- Performs completion lists and punchlist documentation for site close-out activities as reviewed with superintendent and project team.
- Other duties as assigned.



### **Skills & Qualifications:**

- Minimum of six (6) years of experience in the construction industry required, with a proven aptitude at managing others.
- No formal education required. Must have construction background and training.

This position spends 100% of the time on an active construction site. The qualified individual for this role will need to move frequently throughout a construction jobsite with uneven terrain and in inclement weather. Some effort may be required in lifting or moving materials up to 50 lbs. Foreman must be able to perform field work similar to that of a carpenter, including but not limited to, some demolition, rough and finish carpentry, installing cabinetry and other miscellaneous household items, climbing ladders and scaffolding, and transporting materials, as necessary.

**Competitive pay and benefits offered. Warfel Construction is an equal opportunity employer.**