



Foreman

Reports To:

Project Supervisor

Job Overview:

The Lanracorp Foreman will need to possess excellent time management skills to manage work and crew members and ensure that project schedules are adhered to. The Foreman will work closely with land owners and customers to gauge their needs and adjust as needed. A Foreman will need to understand the importance of and exhibit Lanracorp's Core Values as well as always striving to improve efficiency of their crew.

A successful Foreman must have excellent leadership skills and be able to direct crew members. A good Foreman will delegate tasks to workers to ensure that deadlines are met and safety standards are adhered to. In addition they should be willing to develop and teach crew members to meet the needs of Lanracorp's growth plans.

Responsibilities and Duties:

- Maintain project schedules monitoring crew hours, overtime, and project goals.
- Manage, direct, and train laborers and operators.
- Work with landowners, customers, project supervisors and project managers.
- Order and purchase project materials per bid and company guidelines.
- Ensure that projects remain within the allotted budget by communicating with Project Supervisor and Project Manager.
- Ensure that safety protocols are followed by monitoring crew members techniques.
- Accurate completion of assigned paperwork and reporting.
- Accurate and timely completion of incident reporting.
- Fill out Safety Forms and communicate to the Safety Manager. This will include Near Miss, BBS, etc.
- Ensure the Quality, Safety and Customer Experience are the absolute best. Lanracorp will not take a 2nd seat to any company on these 3 ideals. Over deliver, Always.

Qualifications and Requirements:

- Must have a valid driver license, Class A CDL preferred, Foreman II requires CDL A.
- Be at least 21 years of age.
- High school diploma or equivalent.
- Experience with the required tools and equipment.



- Excellent time management skills.
- Excellent leadership and interpersonal skills.
- Ability to work in all weather.
- Must be willing and available to travel.
- Must be able to do the following physical tasks for up to 12 hours a day:
 - Standing
 - Sitting
 - Operating Foot Controls (Driving, operating heavy machinery, etc.)
 - Walking
 - Bending
 - Twisting
 - Kneeling
 - Grasping
 - Squeezing
 - Reaching Above the Shoulders
 - Pushing & Pulling
 - Lifting up to 75lbs
 - Carrying up to 75lbs
- Must be able to work in the following environments for up to 12 hours a day:
 - Heights
 - Heat Exposure
 - Cold Exposure
 - On Uneven Surfaces

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Daily Responsibilities and Duties:

- Plan out and communicate daily plan for each crew member
- Accurately clock crewmembers in and out each day worked
- Allocate on site time vs offsite time for crewmembers
- Ensure all daily paperwork is completed



- Ensure all daily safety paperwork is completed
- Delegate tasks to each crew member based on their position and strengths
- Evaluate project status and compare to project timeframe
- Determine project needs to complete project on time and budget
- Enter project notes daily for record keeping and documentation
- Enter project photos daily to back up project notes as well as customer before & after photos showing the work completed
- Communicate project and personnel needs to Project Sup. and/or Project Mgr
- Monitor and track crew experience levels in equipment
- Identify opportunities to provide training for crewmembers
- Coach crew members. Report problem crew members to project supervisor.
- Input or delegate crewmember to enter project data into Lanracorp or Customer GIS program
- Work directly with customer when necessary
- Operate equipment when necessary
- Ensure crew is following safety policies and procedures
- Ensure crew is applying Lanracorp Core Values to daily tasks both onsite and off site
- Build a good relationship with the customer and landowners. Go above and beyond what is required. Be genuine, real and beyond respectful.
- Ensure the crew, the project is of the highest standard in quality, safety and customer service.

I, _____, have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

(Signature)

(Date)