

FOREMAN RESPONSIBILITIES

- ___ 1. Check in with supervisor in the morning for schedule.
- ___ 2. Assess job priorities and assign employees to appropriate job sites.
- ___ 3. Make sure employees have tools and equipment needed for job.
- ___ 4. Oversee job, and make sure it runs smoothly.
- ___ 5. Quality control: double-check workmanship by using a punch list to avoid go-backs.
- ___ 6. Give clear direction to workers as to what needs to be done and how to do it.
- ___ 7. Make sure safety precautions are followed including updating safety kits.
- ___ 8. Communicate with a supervisor regarding jobs and the crew both positive and negative. Also communicate any problems or questions you have to supervisor.
- ___ 9. Application. Make sure proper work site prep time and clean up are being enforced.
- ___ 10. Help train new employees and assist them as they learn new tasks.
- ___ 11. Make sure all tools, sprayers, ladders, tarps, etc. are brought back from job site.
- ___ 12. Leadership: Provide clear direction to the crew when outlining a project.
- ___ 13. Evaluate the quickest and easiest way to do a job without sacrificing quality.
- ___ 14. Complete and sign off job completion form with customer.
- ___ 15. If possible collect final payment as of contract.
- ___ 16. Make sure company policies are followed by the crew.
- ___ 17. Responsible for getting jobs completed on time.
- ___ 18. Alert supervisor when a crewmember may need to work over-time prior to working it.
- ___ 19. Make sure ladders and equipment are tied down and secure.
- ___ 20. Hold the weekly jobsite safety meeting and record a record of it in the log.