

MEGA STRUCTURES NZ LTD

JOB DESCRIPTION

JOB TITLE

Foreman

PURPOSE

- To complete and oversee operations, ensuring safe completion of a high standard.

SPECIFIC DUTIES & RESPONSIBILITIES

- Leads and controls skilled labor and work crews engaged in all activities concerned with the civil works aspects of the project. Ability to optimise resources (manpower, equipment and materials) to ensure efficient and timely completion of the works. Able to demonstrate good organisational skills, following policies, procedures and work practices.
- Ability to read, interpret and follow method statements and procedures, specifications, drawings, and all other discipline related project and engineering documentation.
- Commands respect of his workforce, and develop excellent working relationships with all other department personnel.
- Must be a good communicator. Able to give instructions in an efficient and effective way to his workforce. Liaises with other discipline foremen to ensure the optimum utilization of available work, with the overall objective of successful completion of the project.
- Leads and supervises workers engaged in the construction of Industrial, Commercial and other civil works and assists the Civil supervisor in the coordination and performance or related activities such as foundation layout , form works, concreting, carpentry, plumbing, etc.
- Ensures that work crews are properly supplied with tools, equipment and materials. Prevents wastage and misuse of equipment, materials and tools. Supervises work crews to best utilise manpower and materials, exercises discipline at the work site to prevent absenteeism, unsafe work practices and idleness.
- Familiar with all Company safety and HSE procedures, regulations and strictly enforces them with the workforce under his responsibility.
- Complies with the highest level of safety during all stages of project execution to avoid any type of incidents and or accidents. Take reasonable care of own health and safety and that of others in the workplace.
- Complies with all statutory requirements connected with the implementation of project.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Full clean, current drivers licence.