



Stone Pacific Contracting Ltd.
PO Box 972
Duncan, BC
V9L 3Y2
www.stonepacific.com

Job Description: Foreman

Position Description:

The foreman is responsible for the direct supervision of their crew. The foreman is required to perform physical labour and work alongside his/her crew. The foreman reports to the Superintendent.

Major Areas of Responsibility:

Major areas of responsibility include:

- Site safety in accordance with WorkSafeBC and the Company Safety Manual
- Crew supervision
- Ensuring all work is done in accordance with plans and contracts
- Coordination with Superintendent

Specific Responsibilities of the Job

- Understand and abide by the guidelines contained in the Stone Pacific Contracting Ltd. Safety Manual
- Meet with employees and subcontractors every morning to discuss the day's activities, site hazards and safety concerns
- Provide training to new and young employees and ensure training is communicated to Superintendent for documentation
- Ensure that workers performing specialty tasks have been properly trained and certified (I.e. confined space, work at heights, working with asbestos)
- Double check with Superintendent, before work commences, that BC One Call has been notified, and all other utilities in the area have been contacted, and all services have been located
- Be onsite and have job set up and ready for the crew's start time
- Accurately complete purchase orders with job numbers and cost codes
- For new jobs, ensure you have read and understand the project specifications and drawings, ask for clarifications if they are not understood
- Check materials delivered to site to confirm the correct quantities and sizes are delivered and that the materials meet spec. and are not damaged. Notify the office where discrepancies exist or damaged materials are delivered
- Coordinate with engineers/inspectors for layout and inspections



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- Coordinate, in a timely manner, with Superintendent for materials and labour/equipment/trucking required on job
- Communicate daily with management to update on progress of job and discuss the next days' activities
- Ensure any and all extra work identified onsite is communicated to Superintendent without delay
- Complete Daily Field Reports (DFRs), Extra Work Orders (EWOs) and Timecards and obtain sign off as required
- Document site conditions and activities with daily photographs and submit
- Be responsible for small tools, and ensure they are maintained and available for use
- Ensure rented equipment is returned as soon as possible
- Ensure that all equipment that is not functioning properly is documented on a Pre Work Inspection. For critical equipment failures contact the mechanics immediately and follow up with a Pre Work Inspection submitted to the office.
- Ensure company vehicles and equipment are kept clean and washed and kept in an orderly fashion
- Organize necessary tools for the days' work at the beginning of the shift
- Be familiar with the operating instructions for lasers, levels and gas detectors
- Inspect the site at the end of the shift to make sure no tools have been left out
- Keep all tool sheds/trailers/containers clean and maintain stock
- Ensure that all open excavations, manholes, and equipment are adequately delineated and barricaded

Necessary Skills and Knowledge:

- Have a thorough understanding of Stone Pacific Contracting Ltd.'s Safety Manual and WorkSafeBC's Regulation.
- Be able to manage projects under \$100,000.00 with minimal supervision
- Be able to manage projects between \$100,000.00 and \$1,000,000.00 with considerable supervision
- Be able to direct and supervise employees and subcontractors onsite in a respectful, courteous, effective manner
- Be able to effectively coordinate with engineers and owners on projects
- Be able to plan the next day's and week's activities and identify required resources
- Be able to write clearly and legibly
- Have a thorough understanding on how to read plans and specifications
- Have a thorough understanding in mandrelling ducts
- Have a thorough understanding in hydrostatic testing of pressure pipe
- Have a thorough understanding in air testing pipe



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- Have a thorough understanding of aggregate properties and compaction methods
- Have a thorough understanding of flushing and chlorinating water systems
- Have a thorough understanding of elevations and grades for installing pipe, road construction and site grading
- Strong understanding of basic math skills
- Have a thorough understanding in shoring requirements for excavations
- Have a thorough knowledge of pipe types and fittings
- Have thorough skills in working with concrete; be able to mix grout and bench manholes
- Have the ability to run machinery including excavators, backhoes and loaders

Education and Experience

The following education or experience is required for this position:

- A minimum of 5 years experience in a related field is required
- A minimum of 3 years in a supervisory role is required
- Occupation First Aid - Level 1 or equivalent
- Valid BC Driver's License, Class 5, preferably with an Endorsement 20 or equivalent and a satisfactory driver's abstract
- WHMIS Training

The following education or experience will be considered an asset:

- Water Distribution, Level 1
- Class UR FSR (Hydro Raceway) Certification
- Gold Seal Certification
- ASCT Accreditation
- CET

Physical Demands:

The physical demands for this job are as follows:

- Lifting up to 50lbs
- Bending and crouching for extended periods of time
- Climbing in and out of trenches
- Climbing on and off of equipment
- Work in extreme temperatures

Work Environment:



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The following work environment characteristics are representative of the environment the job holder will encounter

- Work outdoors in all seasons
- Work around heavy equipment
- Work near traffic
- Exposure to loud noises