

POSITION DESCRIPTION

Position	Foreman
Report to	Construction Manager
Direct Reports	Carpenters, Labourers, Hammer Hands
Business Unit	Construction
Location	Christchurch

POSITION SCOPE AND PURPOSE

To manage the onsite construction of Calder Stewart commercial, industrial or rural buildings by coordinating Calder Stewart staff and sub-contractors; and working in cooperation with the Construction Manager.

- Ensure all work is installed in compliance with all Health and Safety (H & S) regulations and company H & S requirements
- Coordinate sub-contractors and employees utilised in the construction of our buildings
- Inspect completed work to ensure consistently high level of product finish
- Complete relevant documentation and orders related to each construction job
- Ensure customer satisfaction through a high standard of conduct and craftsmanship of yourself and fellow employees
- Notification of variations of work to the Project Manager.

KEY RESPONSIBILITIES

Ensure Health & Safety requirements are addressed in all operations and project planning.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies
- Throughout the workday H & S practice is observed and action taken if practices are unsafe
- Health and Safety responsibilities for this role are met as per Appendix 1 of this document.

Brief sub-contractors and employees on project specifications, including location, materials, time allowance etc, in conjunction with Project Manager.

Utilise labour in accordance with project requirements and the skills of available staff.

Manage material requirements and check for appropriate amounts, quality, and types of products.

Monitor work completed against time allowances, collate and supply timesheets, and advise the Project Manager.

Anticipate and identify possible onsite problems.

Inspect job upon completion for purposes of quality assurance and raise any potential issues with the Project Manager.

Manage all variations on a job and report them to the Project Manager.

Notify Project Manager of completion of job.

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

- Extra value is obtained from jobs through the efficient management of materials and labour on site.
- Employee labour is co-ordinated to maximise work completed
- Employees are managed as required with any issues being dealt with promptly and to provide input into employee's annual performance review process.
- A high standard of workmanship is maintained with minimal follow up work required.
- All documentation associated with the construction of company buildings is completed in a timely and accurate manner.
- Liaising with internal staff for job requirements is carried out with appropriate lead time.
- Jobs are completed within allowed timeframes and with assigned use of labour and materials.
- All variations are identified and managed in an appropriate manner.
- The Project Manager is kept informed of progress and job completion in a timely manner.

KEY RELATIONSHIPS

Internal

- Regional Manager
- Construction Manager
- Project Manager
- Construction staff
- Administration staff

External

- Clients
- Subcontractors
- Suppliers

PERSON SPECIFICATIONS

Essential

- Experience in the building industry.
- Competent tradesperson.
- Experience in the construction of concrete and steel frame buildings. Good knowledge of construction techniques.
- Proven safety knowledge and experience of working at height.
- Able to work independently and unsupervised.
- Ability to articulate instructions to employees and contractors.
- Proven ability to translate paper-based plan of project to logical progression of steps to achieve completion of project.
- Customer relations skills.
- Attention to detail with accurate and efficient work habits.
- An ability to manage competing work demands so as to ensure the demands of the position are met.
- Ability to lead from within a team.
- Ability to learn new product installation techniques.
- Strong planning and organisational skills.

Desirable

- Trade Qualification and experience as a Construction Foreman.
- Previous staff supervisory experience.
- Experience in a “contract” based building environment.
- Previous experience working with plans.
- Proven experience at initiating and maintaining relationships with customers.



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.