

MCNALLY CONTRACTORS (2011) LTD. POSITION PROFILE

Position:	Foreman, Concrete	Status:	Full Time - Hourly
Company:	McNally Contractors (2011) Ltd.	Location:	Lethbridge, AB
Division:	Concrete	Supervisor:	Superintendent, Concrete
Is this Safety Sensitive position?		Yes	

Volker Stevin Canada and its subsidiaries across **Western Canada** are dedicated to providing the highest level of quality services in the areas of: construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client's needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

Position Rationale

The Concrete Foreman is responsible for the supervision of assigned crew(s) and equipment. This position will ensure that performed work meets the specifications outlined by the assigned jurisdiction. It is required for this position to present a professional image and attitude in all dealings with clients, the public and fellow workers; all while ensuring all tasks are carried out in a safe and responsible manner.

Position Accountabilities

General Accountabilities:

- Supervise work at assigned jobsite, including conducting daily field inspections and identifying work and personnel issues.
- Check delivery of materials to verify bills of lading accuracy and notify supervisor of material delivery discrepancies.
- Ensure materials required are available before they are needed to maintain a steady workflow on the jobsite.
- Maintain all records and reporting systems for the jobsite.
- Responsible for ensuring uniformity and compliance with contract specifics.
- Responsible for review, completion, and correction of all required documentation, including daily time sheets, tailgate meetings, and incident reporting.

- Provide response to emergencies and ensure proper actions are taken.
- Ensure that employees are wearing the assigned Personal Protective Equipment when required.
- Other duties as required.

Leadership:

- Encourage others to achieve a high quality of service and lead by example.
- Actively seek increased responsibility, take initiative.
- Demonstrate ability to adapt and deal with issues as they arise.
- Ensure every team member is aware of their duties, responsibilities, and expectations.
- Be aware and inform employees of any changes in company policies and government legislation.

Customer Service:

- Project a professional image in dealing with the public, internal and external clients, suppliers, and subcontractors.
- Demonstrate a “can do”, “problem solving” approach to all inquiries and concerns.
- Knowledge of when to escalate an issue for immediate response.

Working Environment / Conditions:

- Long hours and days of continuous service.
- Outdoor work in various weather conditions; extreme cold, ensure preparedness with proper clothing and PPE.
- Overtime as required.
- Shift work, on-call, and night shift work required.

Safety:

- Actively engage in McNally’s culture of Safety Excellence.
- Engage management on an ongoing basis regarding safety activities and successes.
- Remain visibly committed to the safety excellence way of life by:
 - Participating in all relevant safety training.
 - Scheduling & conducting/attending weekly safety meetings.
 - Ensuring monthly inspections are completed and documented.



Position Requirements

Qualifications & Experience:

- High school diploma or equivalent; with extensive experience in related construction activities.
- Minimum 5 to 7 years’ experience within the road construction industry.
- Minimum 5 years’ experience in Concrete is required.
- Knowledge of road construction materials, road construction processes and industry requirements.
- Thorough knowledge of the Workers’ Compensation Board Health and Safety Regulations.
- Valid Class 5 Operator’s License; with clean Driver’s Abstract.