



Pipe Foreman

Department: Field Operations

Reports to: Superintendent

FLSA Status: Exempt

Approved by: COO

Revision Date: October 27, 2016

Supervisory Role: Yes

Essential Duties and Responsibilities

Directs activities of workers concerned with construction of buildings, dams, highways, pipelines, or other construction projects by performing the following duties personally or through subordinate supervisors.

Performs the following duties and other duties as assigned.

- Studies plans and specifications. Develop two-week “Look Ahead” schedule in consultation with Superintendent and assign daily task to crew.
- Analyze and resolve worker performance problems in advance that will affect the cost or quality of the project such as employee or job costing issues and recommend proper plan of action to Superintendent.
- Continually mentors and develops employees for future positions.
- Review and verify employee’s timesheets. Follow-up with Operators on a daily basis to ensure that equipment inspection checklists are being completed and submitted.
- Direct subordinates to utilize heavy equipment to excavate, install and backfill drainage pipe.
- Schedules pipe installation to reduce interference with other project activities and traveling public.
- Ensure that the job site is clean and that all safety incident reporting procedures are followed; bring problems to the attention of Superintendent and Human Resources.
- Monitor the work performed by subcontractors.
- Set up and maintain MOT for pipe operations.
- Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications, Education, Experience and Certifications

- High school diploma or G.E.D. and one (1) to three (3) years related experience and/or training; or an equivalent combination of education and training
- Must be able to tie in transit and level.
- Must be able to line and grade in accordance to contract documents.
- Certifications: Advanced Maintenance of Traffic, First Aid, CPR, Erosion Control, Storm Water Management, Confined Space, OSHA Competent Person, Trench Safety

Physical Demands and Work Environment

- Will be exposed to outside weather conditions, be prepared for extreme heat and cold
- May at times be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; loud noise level and vibration.
- Regularly lift and/or move up to 100 pounds. Required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear
- Specific vision abilities required include close, distance, peripheral, depth perception and ability to adjust focus
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

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Competencies

To perform the job successfully an individual should demonstrate the following:

- Cost Consciousness
- Problem Solving
- Delegation
- Continuous Learning
- Job Knowledge
- Oral Communication
- Leadership
- Written Communication
- Diversity Commitment
- Project Management
- Safety and Security
- Attendance/Punctuality

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