

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Concrete Carpentry Foreman
Department:	Trade Services - Operations
Type of Position:	Full-Time
FLSA Status:	Non-Exempt (Prevailing Wage on federal projects)
Report Structure:	Generally, reports to the Project Superintendent with oversight by the Project Manager. This position has no direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for the layout and construction of formwork, false work, finished systems, setup and removal of shoring, construction of foundations, curbs, ramps, walls, columns, stairs, decks, floors, roofs, including the installation of rebar, placement of concrete, installation of metal framing, gypsum board/drywall, doors, windows, and other appurtenances needed to bring a project to completion. This also includes the identification of required materials and equipment (e.g., hand and power tools) necessary to complete the work. More specific duties may be required depending on the scope of a project. This is all to be done using the appropriate equipment and implementing the required safety practices in support of RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials (e.g., climbing ladders; moving heavy objects; planting foliage on a project site, etc.).
- **Controlling Machines and Processes** - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles), including operating chain saws, or operating hand/power tools, etc.
- **Inspecting Equipment, Structures, or Material** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects (e.g., inspecting power tools to cleanliness and usability, etc.).
- **Operating Vehicles, Mechanized Devices, or Equipment** - Running, maneuvering, navigating, or driving mechanized equipment, such as forklifts, power equipment to complete assigned work (e.g., chainsaw, etc.).
- **Handling and Moving Objects** - Using hand and arms in handling, installing, positioning, and moving materials, and manipulating things (e.g., mixing paint or fertilizer according to specifications; using portable hand spray equipment, etc.).

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources (e.g., reading work order and instructions to ensure compliance with project requirements, etc.).
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Studies specifications in models, sketches, building plans, specifications, shop drawings, as-builts, and other construction related documentation to prepare project layout, required tasks, and determine dimensions and materials required to fulfill requirements according to schedule and cost.
2. Plans weekly and daily production for concrete crews in advance of weekly and daily work. Ensures tools and materials are staged for crews to be productive in execution of weekly and daily work plans.
3. Adjusts weekly and daily work plans as necessary based on impacts, constraints, and general contractor team needs to maintain project productivity. Assists GC team and other RQ self-perform trades to enhance productivity of all aspects of RQ work, not just the concrete scope.
4. Plans safety controls and removes safety hazards for concrete crew scopes of work in advance of execution of the weekly and daily work plans.
5. Catalogs and tracks all RQ owned tools and ensures that they are properly secured and in good condition at the end of each day.
6. Anticipates needs for additional tools and materials and communicates with supervisors to ensure additional needs are known by self-perform superintendent and project manager.
7. Elevates disagreements with general contractor team to self-perform superintendent as appropriate.
8. Shapes or cuts materials to specified measurements, using hand tools, machines, or power saw.
9. Follows established safety rules and regulations and maintains a safe and clean work environment (e.g., covering and protecting adjacent work surfaces from damage) with relation to carpentry processes, skills and equipment.
10. Measures and marks cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
11. Installs structures and fixtures, such as windows, frames, drywall, siding, doors, block outs, embeds, sleeves, floorings (e.g., plywood), scaffolding, shoring, false work, doors, roof rafters, hip rafters, and trim, or hardware, using carpenter's hand and power tools.
12. Installs structures and supports for vertical and elevated concrete pours using ICF and non-ICF forms.
13. Determines method of support and reinforcement for forms of structural and non-structural concrete pours.

14. Directs support staff of skilled and unskilled carpenters in support of specific scope sections as directed by Superintendent.
15. Verifies trueness of structure, using plumb bob and level.
16. Builds or repairs cabinets, doors, frameworks, floors, stairs, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
17. Assembles and fastens materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue.
18. Removes damaged or defective parts or sections of structures and repairs or replaces, using hand tools.
19. Inspects ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
20. Erects scaffolding and ladders for assembling structures above ground level.
21. Finishes surfaces of woodwork or wallboard in buildings, using paint, hand tools, and paneling.
22. Fills cracks and other defects with patching compound, as necessary, to repair using patching plaster, trowel, and sanding tools.
23. Maintains administrative records (e.g., time sheets), document actions, and present written progress reports to foreman or as requested by the project team.
24. Constructs forms and chutes for pouring concrete.
25. Covers subfloors with building paper to keep out moisture and lay hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.
26. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls.
27. Prepares man hour estimates and schedule estimates for clients or employers as needed.
28. Monitors and maintains the working function of all tools and equipment, preparing preventative maintenance schedules and duties in accordance with corporate standards.
29. Trains and monitors all assigned carpenters at varying skill levels, ensuring their learning and continual development.
30. Attends daily meetings with foreman and all other required project meetings.
31. Performs other duties as assigned and agreed upon with supervisor.¹

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

¹ This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

- Knowledge of materials, methods, and tools involved in the construction or repair of structures, buildings, etc. including the following: elevations, lines, and grading; concrete formwork systems; installation of siding, drywall, plywood flooring, scaffolding/shoring/false work; framing square, etc.
- Knowledge of arithmetic and geometry and their applications to carpentry work on a project.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance of structures or buildings.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the output per material purchase ratio.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective and safe operations for the protection of people and property.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to assist in written and verbal communication on a project site.
- Demonstrates critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems or seeks assistance for determining alternative solutions when appropriate.
- Demonstrates the skills needed to select the appropriate tools or equipment for a job and operating and monitoring the use of equipment.
- Demonstrates active listening skills by giving full attention to what others are saying, taking time to understand the points being made, and asks questions as appropriate to ensure accuracy of the product created.
- Ability to read, listen, and understand information (e.g., plan or construction documentation) and ideas presented orally and in writing and then communicate that information and ideas in a way that others will understand (e.g., in writing or in public speaking).
- Ability to tell when something is wrong or is likely to go wrong on a project and deductively applying general rules of carpentry to specific problems on a project site.
- Ability to arrange items according to size or pattern with relation to equipment, tools, and materials.
- Ability to exert force required to lift, push, pull, grasp, twist, pound, swing, kneel, sit, stand, hold, lie down, manipulate, assemble parts and pieces, climbing, balancing, walking, stooping, carrying, bending, etc. without fatigue. This will require considerable use of arms, legs, and upper torso, including manual dexterity, arm-hand steadiness, visual acuity, finer dexterity, and static and trunk strength.
- Ability to operate electrical/motorized equipment such as skill saw, drill motors, rotary hammer, Sawzall, jigsaw, power actuated tools, pneumatic tools and equipment, builder's level, laser equipment, theodolite, hammer, screw drivers, chisels, sledgehammers, tape measures, pencils, framing squares, plumb bob, levels, torpedoes (2 and 4 in), hand saws, power cords, utility knife, try square, combination square, pry bar, cats' paw, etc.

- Demonstrates a motivation to set and maintain high quality standards by paying attention to detail and maintaining a high level of dependability and integrity in all business practices.
- Demonstrates self-control to maintain composure, and the cooperation to function within a team and with all required work direction to maintain a safe, functional, and professional project site.
- Demonstrates a consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A high school diploma or GED is the preferred minimum formal education for this position.
- Four or more years (or equivalent) field or trade work experience in all phases of concrete carpentry, related to construction required especially vertical wall forming and elevated slab forming & shoring; government, military, or large commercial construction experience preferred. Work in the design-build industry is preferred with exposure to quality control, safety, masonry, carpentry, landscaping, etc.
- Competency reading and interpreting detailed drawings required (Structural and Architectural drawings at a minimum).
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) preferred. Training can be provided.
- CPR, First Aid Certification required; OSHA 30-hour Certification and EM-385 preferred; Training can be provided.
- Spanish-English bilingual skills desirable.

WORKING CONDITIONS:

While working on the jobsite, individuals will be outside on an active construction site and in a trailer with job site management team. Job walks and inspections outdoors are required. Jobsite appropriate attire is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required. Travel to job sites includes overnight travel and the possibility of relocation will be required.

Working conditions are typical for an office environment in the corporate office.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

PHYSICAL DEMANDS:

May be required to lift up to 90 lbs. Requires both indoor and outdoor work. Minimal and basic indoor work will include sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require frequent and regular exposure to the outdoors, some in extreme weather conditions, with strenuous physical requirements, including walking, crawling, stooping, reaching, climbing stairs, lifting, scaffolding, maneuvering around small obstacles, moving through cramped quarters, continuous bending and kneeling, etc. It requires constant use of hands to handle, control, or feel objects, tools, or controls, may include some exposure to hazardous materials and equipment, and can include exposure to sights, smells, and sounds and noise levels that are distracting or uncomfortable. Driving required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.

WITHHELD AUTHORITY:

This position seeks approval from the Project Superintendent for all decisions.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Project Superintendent. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that RQ Construction, LLC is an "at-will" employer.