

RQ CONSTRUCTION, LLC

Job Description

Position Title:	Electrical Foreman
Department:	Operations
Type of Position:	Full-time
FLSA Status:	Exempt
Report Structure:	Reports to the Assistant Superintendent and Superintendent. This position has trades crews and laborers as direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for the daily supervision, direction, and coordination of assigned construction crews on a project jobsite to safely produce quality work, within project requirements, targeted budget, schedule, and in alignment with RQ's Mission, Vision, and Values.

COMPETENCIES REQUIRED:

- **Getting/Processing Information** - observing, receiving, and otherwise obtaining information from all relevant sources (e.g., subcontractors, senior managers, project engineers, subconsultants, etc.) and compiling, coding, and verifying the information or data (e.g., researching building codes to ensure compliance with building specifications, etc.).
- **Making Decisions and Solving Problems** - Analyzing information and evaluating results to choose the best solution and solve problems (e.g., consulting with all stakeholders to develop designs, schedules, submittal procedures, integrated construction delivery systems, etc. to ensure quality design and construction in adherence with targeted budget and timeline, etc.).
- **Organizing, Planning, and Prioritizing Work** - Developing specific goals and plans to prioritize, organize, and accomplish your work (e.g., plan work problem solutions; plan to achieve results prior to or on schedule; organize the schedule of subcontractors on a project site, etc.).
- **Communicating with Supervisors, Peers, Subordinates or Persons Outside Organization** - Providing information to supervisors, co-workers, subordinates, and external clients by telephone, in written form, e-mail, or in person (e.g., providing answers to technical inquiries; facilitating meetings; conferring with management to address process flow issues, etc.).
- **Coordinating the Work and Activities of Others** - Getting members of a group to work together to accomplish tasks (e.g., coordinating project site activities; assisting in directing and coordinating activities of any assigned direct reports, etc.).
- **Scheduling Work and Activities** - Scheduling events, programs, and activities, as well as the work of others (e.g., consulting and coordinating with all stakeholders to develop and manage the schedule, etc.).

- **Estimating the Quantifiable Characteristics of Products, Events, or Information** - Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity on a project (e.g., estimating quantities of supplies needed to maintain targeted schedule and budget, etc.).
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events (e.g., identifying potential and actual safety hazards; understanding government construction contracting regulations, 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 project operations to determine specification, safety, and quality control compliance, etc.).
- **Evaluating Information to Determine Compliance with Standards** - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards (e.g., ensuring builder compliance with specifications; recording observations related to status of completion; adhering to RQ's safety procedures, etc.).
- **Resolving Conflicts and Negotiating with Others** - Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others (e.g., negotiating subcontractor contracts; resolving customer complaints, etc.).
- **Establishing and Maintaining Interpersonal Relationships** - Developing constructive and cooperative working relationships with others, and maintaining them over time (e.g., communicating with project team members, consultants, and subcontractors to address design and construction problems; supporting project team objectives that reflect Company goals, etc.).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Preconstruction Phases – 20% of Time (Variable)

1. Reads specifications, such as blueprints, to determine construction requirements or to plan procedures.
2. Consulting with the Superintendent or Assistant Superintendent, estimates material or worker requirements to complete jobs.
3. Orders or requisitions materials and supplies.

Construction and Closeout Phases – 80% of Time (Variable)

4. In collaboration with Assistant Superintendent and/or Superintendent, organizes, supervises, coordinates, and schedules the daily activities of field workers and in-house trades.
5. Assigns work to employees, based on material or worker requirements of specific jobs.
6. Examines and inspects work progress, equipment, and construction crew activity daily to verify safety, quality-of-work, and to ensure that project requirements are met during every stage of the project, taking appropriate corrective action if project requirements are not being met.
7. Coordinates work activities with other construction project activities.
8. Performs labor (up to 49% of time) in the electrical trade.

9. Confers with managerial or technical personnel, other departments, or contractors to resolve problems or to coordinate activities
10. Locates, measures and marks site locations or placement of structures or equipment, using measuring and marking equipment.
11. Supports RQC's Safety and QC programs.
12. Assists the QC Manager with executing the punchlist process.
13. Performs other duties as assigned and agreed upon with supervisor.¹
Total Time = 100%

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

- Knowledge of building and construction materials, methods, systems, documentation, terminology, and the tools involved in the construction, repair, or remodeling of buildings and other structures to assist in construction implementation.
- Knowledge of principles and processes for providing customer and personal services, including client (e.g., government, private, public, etc.), client needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety and health operations for the protection of people, property, and structures.
- Knowledge of the use of arithmetic, geometry, and algebra and their applications to design and construction production.
- Knowledge of design techniques, phases, tools, theories, and principles involved in the production and submittal of plans, drawings, models, and specifications.
- Knowledge of laws, legal codes, and government regulations to assist with compliance and regulatory practices.
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of project structures.
- Demonstrates time management and coordination skills to facilitate the management of personal, team, project, and corporate objectives or work activities and adjusting the actions of a project in relation to other actions to maintain targeted schedule and budget.
- Demonstrates judgment and decision making skills in determining the relative costs and

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.

benefits of potential actions on a project, team member, etc., and to choose the most appropriate option.

- Demonstrates active listening and learning by giving full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and applying newly acquired information to both current and future problem-solving and decision-making.
- Demonstrates complex problem solving and critical thinking skills to facilitate alternative solution identification, implementation, and monitoring that is creative and original.
- Demonstrates equipment selection and monitoring skills to assist in determining the right tools or equipment needed for a job and assisting in monitoring/assessing performance and compliance of oneself, other team members, or subcontractors to make improvement or take corrective action as needed.
- Demonstrates negotiation skills to bring others together and trying to reconcile differences.
- Demonstrates instructing skills by teaching others how to do something on the project site.
- Ability to comprehend and follow written and oral instructions to assist in communicating information and ideas in a way that others will clearly understand.
- Ability to tell when something on a project is wrong or likely to go wrong through problem sensitivity and identification.
- Ability to inductively form general rules or conclusions based on a combination of pieces of information and deductively applying the general rules to specific project problems.
- Ability to see details at close or far range to assist in site observation and problem identification on the project.
- Ability to order project information by arranging things, actions, or processes in a certain order according to specific rules or set of rules for a given project.
- Demonstrates initiative to take action and a willingness to take on responsibilities and challenges.
- Demonstrates self-discipline and personal effectiveness in accomplishing enterprise and project goals.
- Demonstrates a commitment to building crew member trust and ensuring the provision of development opportunities for all members.
- Demonstrates consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A high school diploma or GED is the minimum formal education required for this position.
- College courses in construction management, engineering, etc. preferred.
- Two or more years work experience in a Foreman position (e.g., scheduling, ordering, field supervision, quality control, safety, and production of all phases in construction),

over electrical trades on medium or large projects is required. Foreman experience in multiple trades (e.g. concrete, framing/drywall, earthwork and MEP trades) is a plus.

- Three or more years (or equivalent) field or trade work experience is in the construction industry highly desirable; government, military, or large commercial construction experience preferred. Work in the design-build industry is preferred.
- Computer literacy (Microsoft Office, Outlook, Internet, etc.) preferred. Training can be provided.
- Specific software literacy (Primavera 3/6, Viewpoint, BIM, Revit) preferred. Training can be provided.
- CPR, First Aid, and OSHA 30-hour Certifications, EM-385, and STS required; Training can be provided.
- Tagalog-English bilingual skills desirable.

WORKING CONDITIONS:

While working on the jobsite, individuals will be outside on an active construction site, in a trailer with job site management team, and at clients' facilities. 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 80 lbs. Requires both office and outdoor work. Basic office work will include sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require frequent exposure to the outdoors, some in extreme weather conditions, with physical requirements, including walking, climbing stairs, scaffolding, maneuvering around small obstacles, moving through cramped quarters, etc. 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:

Seeks approval from the Assistant Superintendent or Superintendent for all decisions. The Superintendent may delegate authority as appropriate.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Project Executive. 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.

