

BERGHAMMER CORPORATION

FIELD FOREMAN - CARPENTER POSITION DESCRIPTION

Reports to: Field Superintendent and/or Project Manager

Supervises: Field Crew

General Summary: The Field Foreman is a “working foreman” who actively participates in work on project, supervises the field crew and is responsible for the completion of all projects in a safe and timely manner, utilizing the highest quality of workmanship.

DUTIES AND RESPONSIBILITIES:

1. Maintain status as OSHA “Competent Person” and possess valid First Aid Certification and be able to articulate the relevant safety regulations for the work being performed.
2. Know and comply with the Company’s safety rules/policies and OSHA regulations, including hazardous communication, fall protection plan, confined space program.
3. Model safe work practices, including wearing of personal protective devices. Report to Supervisor any safety violations by crew members.
4. Oversee field crew to ensure correct methods of construction are employed and strict adherence to safety rules/regulations.
5. In absence of Field Superintendent, conduct weekly “Tool Box Talks” on assigned subjects.
6. Together with the Field Superintendent, if any, responsible for recognizing and correcting any unsafe conditions that may exist or occur on the job site. This includes assisting with job site inspections conducted at the Company’s request. Follow through with any directions for abatement of any noted unsafe condition or hazard.
7. Together with the Project Manager and/or Superintendent, look ahead, organize and coordinate work schedules of all subcontractors on project.
8. In absence of Superintendent, plan for job equipment, material and personnel requirements as far in advance as possible.
9. At least weekly, review assigned projects with Project Manager and/or Superintendent.
10. Attend all project related meetings/events, including weekly job site meetings with all relevant subcontractors and others, ground breaking ceremonies, and public openings of completed projects.
11. Attend all scheduled supervisory meetings as assigned, together with all other company events/functions.
12. Attend all training classes, seminars as assigned, including those held in other geographic locations.
13. Complete daily job logs, including subcontractor work on project. Submit to Project Manager each week.
14. Promote rapport and team work among field crew. Set goals.
15. Together with Superintendent or Project Manager, review field personnel at the conclusion of their work on each project.
16. Develop lead person to be in charge when you are absent from site.
17. Ensure the Owner/Client and/or delivery services can contact you during non-business hours in case of an emergency on site, or other urgent condition; i.e., sudden strong winds.
18. Know what to do if an OSHA inspector comes on site.
19. Know what to do/not to say in the event of a crisis on site.
20. Assume other responsibilities as assigned.

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FIELD FOREMAN - CARPENTER POSITION DESCRIPTION (Cont.)

In addition to performing the duties related to Field Foreman, job duties for Carpenter are as follows:

1. May erect, climb and work on scaffolding and ladders for assembling structures above ground level at heights up to 100 feet or below ground level at depths down to 50 feet. Use body harness or other fall protection when required.
2. May be required to use the following tools/equipment: carpenter's hand tools, small/medium/large power tools, bench tools (saw, drill, grinder), concrete saw, chipper, sander, paving breaker, jackhammer.
3. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; and high and/or precarious places.
5. **LANGUAGE SKILLS** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.
6. **MATHEMATICAL SKILLS** Ability to add, subtract, multiply and divide in units of measure.
7. **REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.