



### **General Foreman**

Clayco Construction Limited, part of the Municipal Group of Companies, operates a construction branch in New Brunswick. Clayco Construction Limited is looking for **General Foremen** who are dedicated individuals with willingness to learn new skills primarily around **Saint John** area for the upcoming construction season.

#### **Job Summary:**

The **General Foremen** is responsible for the supervision of all activities that take place on the work site, ensuring efficient use of labour, machines, and materials by their crews, and will report on such things as personnel, costs, and safety. This position will be responsible for the management of all on-site workers and enforcement of all required safety and work regulation policies.

#### **Primary Duties and Responsibilities:**

- Manage the execution of construction projects, planning labour requirements, equipment requirements and material deliveries and timing to ensure completion of job(s) within project deadlines
- Manage safety, quality, and productivity of work at sites and/or shop/yard
- Assist in the preparation of jobsites prior to the beginning of a project
- Supervise, coordinate, and schedule the day-to-day work activities of a construction/restoration crew of 2 to 15 employees.
- Conduct on-site orientations with new employees and employees in new positions, which cover all company health and safety policies, practices, and procedures
- Operate various tools and equipment, including heavy equipment, chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc.
- Must have experience in demolition, grading, forming, placing, and finishing concrete caulking, coating, or waterproofing experience is an asset
- Must be willing to aid in other construction/restoration projects with other crews or companies
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning daily
- Read and interpret structural drawings, and specifications to delegate/complete work activities
- Comply with all company policies and regulations
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas
- Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company PPE standards
- Communicate with clients in a polite and courteous manner
- Perform other duties as required.

#### **Required Knowledge, Skills, Abilities, Education, and Experience:**

- Minimum of 3 years' experience in the concrete construction/restoration industry
- Valid drivers license in good standing
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective communication skills (both verbal and written)
- Ability to work under pressure and tight deadlines
- Time management skills
- Ability to read and interpret product data information, drawing and specifications



- Knowledge of specific materials, methods, tools, and equipment required to complete various restoration/construction practices.
- Must be willing and able to work out of town for a week to 4 weeks at a time
- Must be willing to work nights or days and weekends as required per job
- Speak, read, and write English. (French would be considered an asset)
- Carry and use a smart phone or data-enabled device for communication and reporting
- Working safely is a condition of employment

**Working Conditions:**

The Foreman role may include physically strenuous activities. This position will require lifting, pulling and managing heavy equipment and objects. Construction Foremen will require the use of PPE, Hardhat, Steel Toe Boots, and reflective vest to minimize risk on the worksite.

A comprehensive pension and benefits package is offered with this position along with opportunities for advancement and training and development.

**Application Process:**

Completed applications should be submitted to:

Human Resources

Attn: Emily Turnbull

Via Email: [hrnb@dexter.ca](mailto:hrnb@dexter.ca)

**Please reference "Clayco Foreman" in the subject line.**

We are an equal opportunity employer that encourages all interested candidates to submit a detailed resume.

*We would like to thank all those who apply; however only those selected for an interview will be notified.*