



## Cow Creek Government Office

### Position Description

**Position Title: Construction Forman**

**Department: Housing**

**Reports To: Housing Director**

**FLSA Designation: Non Exempt**

**Date Written/Revised: 5-19-17**

**Pay Grade: 11**

#### **POSITION PURPOSE:**

Responsible for overseeing construction/maintenance crew. Plan, direct, or coordinate, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation.

#### **ESSENTIAL FUNCTIONS:**

- Examine and inspect work progress, equipment, and construction sites to verify safety and to ensure that specifications are met.
- Train and mentor lead construction laborer
- Supervise, coordinate, or schedule the activities of construction workers.
- Assign work to employees, based on material or worker requirements of specific jobs.
- Schedule the project in logical steps and budget time required to meet deadlines.
- Order materials or supplies per job specifications.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Prepare site estimates. Negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Study job specifications to determine appropriate construction methods.
- Evaluate construction methods and determine cost-effectiveness of plans, using computers.
- Select, contract, and supervise workers including trade specialists.
- Inspect or review projects to monitor compliance with building and safety codes, or other regulations.

- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Develop or implement quality control programs.
- Determine labor requirements for dispatching workers to construction sites.
- Requisition supplies or materials to complete construction projects.

## **QUALIFICATIONS:**

- GED or high school diploma required. Associates Degree or Technical Trade School certificate in Construction preferred.
- 4 years of construction experience required, with 2 of those years in a management/supervisory position.
- Excellent written and verbal communication skills.
- Problem solving capabilities.
- Ability to make critical decisions while following company procedures.
- Understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Follow written and verbal instructions.
- The ability to formulate a sound decision using the available information.
- Ability to organize and direct oneself and effectively supervise others.
- Capable of achieving outcomes that gain the support and acceptance of all parties.
- Ability to read blueprints and do takeoffs for ordering materials throughout phases of construction
- Project estimating, planning, coordinating and completion.
- Aptitude to identify and correct conditions that affect employee safety.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.