



***K'ul Construction***

## **Construction Foreman**

### **Job Description**

At K'ul Construction, we relate our success directly to the strength of our team. To continue operating at these standards, we're seeking an experienced Construction Foreman. The Maintenance Foreman will be responsible for supervising maintenance staff, and will perform general building and property maintenance. The Maintenance Foreman will maintain HVAC (heating, ventilation, and air conditioning), electrical, plumbing and mechanical systems and equipment, and coordinate the day to day operation of the maintenance department. HE or she will be responsible for performing highly diversified duties to install, troubleshoot, repair and maintain production and facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

### **Core Competencies**

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity
- Able to communicate with superintendent

### **Key Responsibilities**

- Manage and supervise the maintenance staff, and ensure that all requisite tasks are handled quickly and efficiently within budget restraints.
- Leadership skills and deep knowledge in ICF concrete and rebar for foundations Mandatory
- Perform highly diversified duties to install and maintain production machines and the plant facility's equipment.
- Provide emergency/unscheduled repairs of production equipment during production and perform scheduled maintenance repairs of production equipment during machine service.
- Perform simple machinist duties and responsibilities.
- Perform mechanic skills including, but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of production machines.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Diagnose problems, replace or repair parts, test and make adjustments/ tools.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.

- Detect faulty operations, defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Perform all other duties as assigned or needed.
- Involved in all aspects of building maintenance requirements for all new construction, renovations or updates to current systems.
- Coordinate and monitor contractor activities for projects.
- Work with site-wide building maintenance to ensure compliance to any construction, renovation or updates.
- Update project information and maintain project files.
- Organize drawings and prepare drawing packages to support project activity.
- Support department management, project managers and consultants as required.
- Update and maintains information in K'uL construction's records systems and department databases.
- Set priorities for preventative maintenance work orders, maintenance requisitions and scheduled work.
- Maintain adequate supplies and equipment for the maintenance department.
- Requisition work to be completed through Purchasing.
- Attend meetings as required.
- Meet with Fire Department, Hydro, etc. as required.
- Assist in the orientation and training of staff.
- Complete all necessary reports and records related to the department as required.
- Drive K'uL Construction vehicles, as required.
- Prepare, paint and decorate interior and exterior surfaces as required.
- Operate grounds-keeping power equipment and maintain external property.
- Adhere to departmental procedures and systems, e.g., "systems for preventative maintenance", "maintenance requisitions", scheduled work and continued quality improvement/risk management programs.
- Perform minor construction work, e.g., dismantling and erecting walls, finish carpentry work, pouring concrete, etc.
- Keep current with ongoing changes and new technology and adapt accordingly.
- Maintain inventory of new equipment, manuals and warranties.
- Operate computerized preventative maintenance program.
- Perform scheduled preventative maintenance checks of all electrical alarms.
- Troubleshoot, install, and repair plumbing fixtures, piping, and related equipment.
- Maintain an adequate supply of hot water at the correct temperature.
- Perform mechanical and preventative maintenance work on equipment as per preventative maintenance manual, e.g., circulating pumps, air handling systems, and refrigeration etc.
- Initiate safety concerns and makes judgment on the best methods of completing tasks.
- Responsible for short-term planning and keeping appropriate authorities aware of decisions being made.

## Skills and Qualifications

- High school diploma/GED Completion of a craft apprenticeship, or an equivalent number of years of education and Maintenance Coordination experience.
- Highly motivated and able to work independently.
- Minimum 1 year experience in the operation and maintenance of buildings.
- Ability to comprehend and communicate detailed instructions orally and in writing.
- Ability to multi-task and establish priorities.

- Ability to maintain organization of maintenance schedule and files in a changing environment.
- Exhibit initiative, responsibility, flexibility and leadership.
- Building trades certificate or equivalent desirable.
- Knowledge and ability to work on 110v up to and including 600v system and equipment.
- Strong management, delegation, planning and leadership skills.
- Strong communication and problem solving skills.
- Possess a valid driver's license.
- Able to create alternative solutions to problem.
- Excellent time management and project management skills.
- High level of sound and independent judgment and reasoning.
- Ability to interpret and implement company policies and procedures.
- Demonstrated ability to exercise necessary cost control measures.
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment.
- Able to effectively communicate both verbally and in writing.
- Able to work well under pressure.
- Strong attention to detail.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email.
- First Aid skills and/or certificates are considered assets

### **Working Conditions**

- 24/7 availability may be required.
- Physical ability to lift up to 75lb.
- Travel to the site, and off-site locations will be required.
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.
- Overtime as required.
- Hazards associated with the trade.
- Work both indoors and outdoors.
- Will be exposed to construction sites.

**Deadline: Friday March 15 at 4pm**

**Please email resume, cover letter and attach references**

**To**

**Email: [jobs@pib.ca](mailto:jobs@pib.ca)**