



Position Title	Foreman (Civil)	Classification	TBD
Department	Westhills Civil	Type	TBD
Status	Full-time/Permanent	Reports To	Site Superintendent
Hours of Work	40 Hours per week	Range	Based on PIB Salary Grid

Job Summary:

The Foreman reports directly to the Site Superintendent of Westhills Aggregates LP Civil Division, and is responsible for coordinating production and maintenance operations, managing production, attendance, punctuality and break times of assigned employees.

Core Competencies:

- Quality Orientation
- Ethics and Integrity
- Energy and Stress
- Decision Making and Judgment
- Accountability and Dependability
- Time Management
- Team Oriented
- Planning and Organizing
- Development and Continuous Learning
- Interpersonal Skills & Self Evaluation
- Problem Solving
- Communication

Duties and Responsibilities:

- Working from blueprints to layout and execute all types of excavations;
- Supervising the grading, bedding, and backfilling of all types of excavations;
- Proper assessment of material requirements;
- Conducting site checks prior to construction;
- Assist in the preparation of planning and scheduling crews and/or subcontractors as per the master schedule;
- Performance management of workers;
- Enforcing all safety requirements;
- Promote a healthy workforce.
- Develop and implement operational methods to reduce costs and improve operational efficiency.
- Coordinate tasks according to priorities and plans, as laid out by the Site Superintendent;
- Monitor the performance of employees, and provide mentorship/guidance where appropriate. Liaise with the Site Superintendent to address serious issues or problems relating to employee discipline, or failure to adhere to policies, procedures and best practices;
- Assist in coordinating the performance of equipment maintenance by Westhills contract mechanic and service providers, based on the priorities provided by the Site Superintendent;
- Supervise, coordinate and assist in the documentation of worker training;



- Ensure manpower and resources are adequate, and work with the Site Superintendent
- Monitor safety performance and mentor employees to ensure the safe performance adherence to company policies and procedures;
- Supervise the use of machinery and equipment of employees;
- Report to Site Superintendent on a daily basis;
- Other duties as required.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Completion of High School.

Other Certification, Licenses, Designations and/or Training

- Valid BC Driver's License.

Specific Job Skills and Levels

- Have a positive attitude and a good character
- Strong work ethic
- Good communication skills
- Ability to work safely with a wide variety of hand and power tools as well as materials
- Ability to transfer instructions into action efficiently

Minimum Level of Experience

- 3+ years of Civil construction experience.
- 3+ years experience working in a supervisory position

Personality Traits (required to be successful in this position)

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|----------------------------------|--|
| ● Maintains standards of conduct | ● Honest |
| ● Takes initiative | ● Diplomatic |
| ● Demonstrates sound work ethics | ● Patient & Assertive |
| ● Consistent and fair | ● Flexible to meet timelines |
| ● Consideration | ● Respectful and culturally sensitive to Indigenous issues |
| ● Ability to prioritize | ● Confidentiality |
| ● Friendly & Courteous | |

Assets

- Knowledgeable of First Nations, or specifically PIB, communities, nation, & history.

Working Conditions

This position is intended to be a "working" position, with approximately 75% of the candidate's time dedicated to operational duties and 25% of the candidate's time devoted to administration, coordination and supervision.

- Physical ability to lift up to 50lb.
- 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
- Hazards associated with the trade



- Will be exposed to construction sites
- Will work in all weather conditions
- Overtime as required