

NWT Construction LTD.  
JOB DESCRIPTION  
TITLE: FOREMAN  
REPORTS TO: Process Supervisors/General Foreman



**Job Duties / Responsibilities:**

- Ensure all work complies with applicable codes, bylaws, regulations and acts, with an emphasis on safety and environmental issues.
- Maintain Company image (i.e. clean truck, proper personal image).
- Fill in time sheets and hand in all support paper on a daily basis.
- Conduct daily tailgate meeting, including hazard assessment complete with proper documentation
- Control daily cost, (equipment, personnel and materials).
- Control waste.
- Schedule, coordinate and supervise the daily activities of employees.
- Maintain site cleanliness.
- Ensure proper respect for, and operation of equipment.
- Track and report daily job productions.
- Orientation and training of crew.
- Remove the blinders! Be aware of your surroundings.
- Proper reporting of all incidents including completing all documentation within 24 hours.
- Ensure proper coding (codes must match the project).

**Experience / Education:**

- Completion of grade 12 or equivalent preferred
- Minimum 5 years related construction experience.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may