

Job Description

Foreman Grade 1

Reports to

Site Manager/Works Manager

Direct and Indirect Reports

None

Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

Job Purpose

A Site Foreman will work alongside a Site Manager & be responsible for all labour & plant, safety & cost-effective production, without harm to people, the environment & targeting zero defects. Be capable of running medium jobs up to 500K with minimal supervision.

Accountability

Quality

- Work to and within the Mackley Integrated Management System, company procedures, policies and regularly communicate with your line manager.
- Timesheets are fully completed & are accurate for the hours worked on site.
- Complete plant requisition & ensure hired in plant & equipment are received & returned in good condition. Off hiring all non-essential plant, tools & subcontractors as soon as the requirement is over.
- Bringing perceived errors to attention of engineer/manager.
- Ensure compliance with method statements & risk assessments.
- Ensuring the clerk of works/inspectors check work prior to covering up.
- Maintains job competence & remain up-to-date with current practices.

Health, Safety & Environment

- Safe working environment & maintain standards of Health & Safety, Environment & Quality.
- Ensure the safe execution of work.
- All safety & environmental rules are followed .
- Ensure that all site personnel & visitors are wearing the correct PPE, including; hard hat, hi visibility clothing, steel toecap boots, gloves & safety glasses.
- Ensure the operators are completing daily plant inspection sheets & are returned weekly to Head Office.
- Assist the Site Manager in promoting health, safety & environment & quality culture & record achievements, this will include preparation for site visits.
- Sites are left in a clean & tidy state on completion.
- Carry out weekly HSE inspection Checklist.
- Check/Sign off operators CPCS log book.
- Complete training request forms as required.
- A good understanding of the company Health & Safety & environmental Policy and all rules are followed.

Stakeholders & Communication

- Work efficiently & safely & ensure workforce conduct, site tidiness, etc. to safeguard the public image of our business.
- Adapts well to customer demands & change.
- Taking responsibility for security, boundary fences, traffic management & the like.
- Carry out briefing talks each morning.
- Liaising with site manager regarding programme, resources, temporary work's needs, material supply.

Productivity

- Manage timekeeping and productivity to maximise the efficient use of plant & resources.
- Ensure the use of internal plant where available & assist the Site Manager in checking CPW.
- Complete a site daily diary.
- Complete allocation sheets.
- Manage the use of materials on site including; completion of material requisitions, ensure delivery tickets are being checked & signed, proper storing & waste minimization incl. Waste segregation for disposal.
- Complete material returns are being completed & sent back to head office, weekly.

Leadership

- Be a role model for other staff.
- Support manager with monitoring performance standards & quality.
- Support manager with planning, organising & allocating work tasks.
- Manage the workmanship & quality of the works.
- Carry out site inductions to all personnel, toolbox talks & manage the training requirements of the workforce.
- Overseeing daily operations and work tasks, supervising staff and contractors.
- Manage all site operatives, dealing with performance issues in accordance with the company HR procedures.
- Assist the Site Manager in promoting a safe environmental & quality culture.
- Assist the Site Manager in the running of the site.
- Assist in the training and development of team members including apprentices.
- Define changing skill requirements for the team, recruit, coach & mentor to enhance knowledge, skills & behaviours.

Key Result Areas

- **Time/efficiency** – Complete agreed tasks in a timely and positive manner.
- **Quality** – Maintaining accurate records ensuring that we are compliant with legislation & health & safety.
- **Leadership** – Be positive and lead by example. Embrace company objectives and deliver department goals.
- **Developing & Mentoring** – Supporting the development of apprentices and employees ensuring they have the right skills/certificates.
- **Environment**- Consistently manages & minimizes waste and disposal to remediate environmental hazards.

Person Specification

Qualifications

- Maths & English GCSE's (desirable)

Training

- Supervisor CSCS card
- CPCS 360 excavator ticket & other plant as required (desirable)
- Full driving license (desirable)
- Site Safety Plus - SSSTS certificate or SMSTS certificate
- First Aid at Work Certificate (desirable)

Skills & knowledge

- Numeracy & literacy skills (desirable)
- Awareness of safety regulations
- Ability to supervise & work with teams
- Good planning, organisation & interpersonal skills
- Attention to detail
- Effective communication, influencing & negotiating skills
- Able to work at high concentration levels to ensure 'right 1st time'
- Good time management & ability to prioritise & delegate
- Self-motivated & disciplined
- Up to date knowledge of job-related legislation & best practice (desirable)

Experience

- Proven experience of working within the Construction Industry
- Proven experience of working with heavy plant (desirable)
- Proven experience of supervising team members (desirable)

Personal qualities

- A team player who can enjoy a challenge
- Find ways to improve own level of knowledge & skill by networking both within & outside the company
- Ability to interact with & influence all internal & external departments at all levels

- A logical, organised & understanding individual who can deal responsibly & make responsible decisions
- Is motivated to drive self-development using all available resources to achieve success
- Flexible & adaptable
- Networking & building positive relationships
- Ability to multi-task & manage pressure

Technology skills

- Microsoft Outlook (desirable)
- Microsoft Project (desirable)
- IT Microsoft Office skills (including Word, Excel, PowerPoint & Access) (desirable)

Relationships

Internal

Site Management

Plant team

External

Members of the public

Subcontractors

Additional information

You will be expected to work and travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.