

## GRADE FOREMAN

### Position Summary

JBR, Inc. is searching for a dependable, hard-working Grading Foreman to join our well-established, growing company. The Foreman works with Director of Operations and Project Managers to coordinate grading operations and oversee grading crew on-site. As the liaison between workers and supervisors, the Grade Foreman is the key person in charge of overseeing the completion of the project and must be able to see the "big picture" at all times. The Foreman must be aware of materials expenses, permits and other regulations, as well as employee safety.

### Duties/Responsibilities

- Ensures crew maintains professional relations with Owner, Engineer, and other members of the team.
- Builds job by plans and specifications as directed by supervisor.
- Prior to commencing work activities, develops and executes an effective plan in cooperation with the Superintendent for his/her area of responsibility and determines the means and methods necessary (including individual work activities) to meet project goals.
- Assures the proper storage of materials and rented equipment, including regular checks of job for material and equipment inventory.
- Assures the proper operation and maintenance of equipment under their control, including appropriate applications for the respective equipment.
- Preplans and schedules grading activities on a daily basis as required.
- **Knowledgeable** of inspection requirements and material or equipment requirements.
- Recognizes and immediately reports any requests for extra work.
- **Prepares** or assists management in the preparation of daily reports, work unit quantity reports, equipment reports, and receipt of materials.
- Assures quality control and contract compliance of grading activity under his/her supervision.

### Duties/Responsibilities Cont.

- Is in direct charge of safety and accident control for grading crew.
- Participates in safety meetings and the implementation of effective safety programs and communication of Miss Utility policy.
- Cooperates with Corporate Asset Manager to ensure OSHA compliance at jobsites.
- Assists in conducting post-incident investigations.
- Identifies and recommends workers for consideration for potential career growth opportunities.
- Responsible for training and development of workers.
- Regularly conducts effective morning meetings with crew
- Promotes work environment that fosters good employee morale with emphasis on mutual respect.

### Qualifications

- High School Diploma or Equivalent
- Working knowledge of applicable standards, specifications, codes, regulations and laws
- 5+ years' experience with highway construction
- 3+ years' experience as a Grading Foreman
- Experienced on all types of heavy equipment for dirt and site projects.

- Knowledgeable in the areas of dirt work, including excavation, grade work, surveying and final excavating work.
- Working knowledge of OSHA regulations
- Experience with Global Positioning System (GPS)
- Must have a valid driver's license and must meet JBR Fleet Policy requirements and maintain "Approved Driver" status.
- Must have excellent communications skills
- Ability to use good judgement with the ability to be an effective decision maker
- Must have the ability to get job done with minimal supervision, on time, within budget or better.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires employee to frequently stand, walk, twist, bend, handle objects, reach outward, and reach above head and shoulders, climb, squat, kneel, bend, and occasionally lift, carry, push, pull, move, drag on flat ground or steep slopes up to 50 lbs.

### Position Type/Expected Hours of Work

This is a full-time position which will typically involve 50+ hours a week. Due to the nature of the job, the employee must be available on-call early/late hours to deal with delays, bad weather and emergencies at the job site.

### AAP/EEO Statement

It has been and will continue to be a fundamental policy of JBR, Inc not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or status as a veteran, or any other basis protected by applicable federal, state or local law, with respect to recruitment, hiring, training, promotion, and other terms and condition of employment.