

Forman – Completely manages any single jobsite

Approximate pay scale (\*not absolute, exceptions made either direction based on specific performance) - \$18-22+/hr PLUS: access to, or assigned company vehicle, expense account, performance based bonus and other benefits

Qualifications; Has served minimum 1000 hours with DLC Inc. **AND/OR equivalent experience as determined by management,** AND: meets the following duties, responsibilities and expectations.

Duties	Is Responsible For:	Expectations
<ul style="list-style-type: none"> <li>● Tear-off old roofs</li> <li>● Install new roofing systems : insulation, membrane, skirts and details</li> <li>● Formulate safe goals that will allow us to meet project budget and schedule</li> <li>● Regularly complete details of all kinds</li> <li>● Motivate crew members to work more effectively</li> <li>● Maximize efficiency of the crew</li> <li>● Assign tasks to crew members that will result in meeting goals</li> <li>● Oversee Day to day field operations of a jobsite               <ul style="list-style-type: none"> <li>-Decisions about weather</li> <li>-Minimize risk of: water intrusion, wind damage, damage to customer or DLC property</li> </ul> </li> <li>● Train and oversee Task foreman, roofers, and laborers</li> <li>● Identifies, prioritizes and assigns tasks to crew members</li> <li>● See a job through from start to finish</li> <li>● Fill our service and Leak call forms</li> <li>● Fill out daily foreman logs</li> <li>● Daily inspection of jobsite</li> <li>● Final inspection of jobsite for: quality, cleanliness and completeness</li> <li>● Fire employees when necessary</li> </ul>	<ul style="list-style-type: none"> <li>● Maintaining quality of work completed by individual and crew as a whole</li> <li>● Maintain and implement safety systems for individual and crew</li> <li>● Organizing crew to complete all tasks for the day and keep them on task and productive</li> <li>● Ensuring that effective night seals are in place every day</li> <li>● Securing all materials and tools on the jobsite</li> <li>● Maintaining a watertight jobsite</li> <li>● Mitigating risk</li> <li>● Keeping every project on schedule and under budget</li> <li>● Fill our service and Leak call forms</li> <li>● Filling out daily foreman logs</li> <li>● Efficiency of entire crew</li> </ul>	<ul style="list-style-type: none"> <li>● Can weld proficiently</li> <li>● Can perform complex details</li> <li>● Have knowledge of practical and OSHA safety systems</li> <li>● Is familiar with completing complex details</li> <li>● Implements and contributes ideas and systems to increase efficiency</li> <li>● Familiar with DLC metal shop and warehouse</li> <li>● Can operate all DLC equipment</li> <li>● Has in-depth understanding of most roofing systems</li> <li>● Performs an “equal share” of work load</li> <li>● Has basic knowledge of management strategy of DLC and general business practices</li> <li>● Enforces quality control</li> <li>● Maintain absolute professionalism when interacting with architects, General Contractors, Customers, and others</li> <li>● Minimize wasted time, money, and materials</li> <li>● Stays on site during all work hours</li> </ul>

The following are some immediate and long-term goals and objectives to completely fulfill the foreman position.

Immediate - Must be done now and every day/week/year

- Get gas, ice, water, and some CHEAP and HEALTHY snacks before starting work each day (you can assign this task to someone else if you want, just make sure it gets done)
- Stay on the roof during all working hours to push productivity. Run errands at lunch or send others.
- Arrive on-site before start-time and get the job site set-up and ready
- Manage crew to increase productivity. NO SLACKERS
- Maintain Discipline - Nobody comes late or shirks work
- Ensure that any building we are working on is water tight with an appropriate night seal every night
- Maintain safety so that no employee or bystander gets hurt
- Maintain safety to keep from having any OSHA violations
- Fill out daily foreman log
- Have a weekly safety meeting and fill out safety meeting form
- Communicate with Erick and ask questions to learn and ensure work is done properly
- Inform Erick of any issues with project or crew
- Make a list of all materials tools or supplies that you need for the following day and pick them up after work each day
- Make sure that the job site is secure for extreme winds every day
- Maintain Inventory of Tools, Materials, and Equipment on site to ensure that we never stop work due to lack of something we need.
- Train new employees on day to day activities and policies of the company
- Train employees on safety policies and procedures
- Arrange motel rooms and lodging for all employees staying away from home (please search around and find the cheapest place that is reasonably clean and comfortable) – Ask for corporate or “long-stay” discounts
- Keep track of all company tools and equipment – This includes keeping job-site and “truck” tools organized, in good working shape and accounted for
- Train new employees
- Keep track of all company equipment from job to job
- Minimize wasted money and materials

Minor Chores that you should try to get done when we have a weather day/rain day or when you get a convenient chance.

- Organize the Job Box
  - It should not have any garbage
  - It should not have any large materials that do not need to be kept out of the weather
  - Its primary purpose is to store company tools and safety equipment
    - Chalk for Chalk Lines
    - Welders

- Screw Guns
- Caulking
- Circular Saw
- Sawzall
- Caulk Gun
- Duct Tape for night seals
- Trash Bags
- Rags
- Power accessories (NOT CORDS!)
- Cordless tool batteries and chargers
- Cordless Tools (impact and drill)
- Corded Drill
- Leaf Blower
- Hilti hammer Drill
- Make sure that your truck (and any company trucks) have the following items: (This should be separate from the job-site tools. These are “extras” in case you run out or break one from the job box or they are to be used for leak calls and service calls.)
  - Fire extinguisher
  - First aid kit
  - Welder
  - Spare element for welder
  - Chemy bucket with some liquid hyp
  - Small container/jug of xylene
  - Can of MEK
  - Self stick patch material
  - 2 extension cords
  - Cordless impact, 2 batteries and a charger
  - Ladder (I prefer a fold-up one)
  - Membrane cleaning stuff (bottle of simple green, scrub brush, rags)
  - Fall Arrest Rig -
    - Full Body harness
    - Shock absorbing lanyard
    - Rope grab
    - Rope
    - Anchor
- Clean and organize metal shop, warehouse, and yard

Dave Loden Construction Inc.  
Job Site Managers Daily outline (generic)

AM arrival

Arrive at site 10-15 min prior to job start.

Bring with you anything that can prevent a trip off site during the AM, such as water and or materials.

Should the daily plan be aborted now or at any time during the day, try to think of what can be done to make another day shorter/easier or make some progress somewhere. Always check in with David to see what else may be done before turning anyone loose. Call no matter where he is or what time it is!

Gain access to the roof (work area) and be ready to give a briefing for the day at the scheduled start time. Employees should sign in on the roof at the scheduled time.

Perform a briefing explaining your expectations for the day and giving assignments. Ask for input from the crew. Once per week, include a safety meeting as part of the briefing. Fill out the safety meeting form online at: <http://safety.davelodenconst.com>

Make sure the crew has the tools and materials to accomplish the task in front of them.

Making sure that safety systems are in place and functioning, work should begin at the scheduled time.

Thinking at least three days ahead, make sure you have the necessary tools and materials on hand to avoid work stoppage or overnight freight.

Lunch time

Secure the jobsite for lunch, protect from wind, water or theft/vandalism. Think ahead for the afternoons work and purchase anything you need that will help prevent a trip off site.

Have the crew sign out for lunch as they leave the roof and sign in upon return to the roof. This time frame can be adjusted as needed, but needs to be well defined and stuck to accurately.

Quitting time

A debriefing needs to be done right before quitting time. This should include a re-cap of whether we met our goals or not and why. Also give credit for anything you saw during the day that went well and discuss all things you saw that need to be improved. Ask for input from the crew.

The jobsite needs to be secured for **high wind and water intrusion every night**. We need to take measures to minimize vandals and theft and be sure to secure roof access.

Fill out the daily log. Be very precise, listing all personnel issues and ALL third party conversations This is done online at: <http://foreman.davelodenconst.com>

Think ahead about tomorrow morning and get anything you need to prevent a trip off site.

# Dave Loden Construction End of Day Checklist



- Today's goal is 100% complete
- Today's section is 100% water tight
- If necessary an appropriate and functional night seal is in place
- Completed roof is secured to the building
- Pipe details have been clamped and caulked
- All terminations are complete – T-bar, metal cap, cover strip
- All necessary terminations are caulked – T-bar, cover strip
- Entire day's work has been probed
- Everything found from probing has been patched
- All tools and equipment have been cleaned up – There are NO tools out
- All materials and equipment are wind secured very well
- Today's work area has been swept
- All garbage from roof and ground has been cleaned up
- Dump trailer has enough room for following days work
- Materials and tools are stored/stacked neatly both readily available and out of the way
- You have made a plan for the following day
- Any preparations for the following day have been made
  - Materials are ready
  - All necessary tools are ready and functional
  - Do you need anything from shop or hardware store?
- Ladder is down and locked up