

kerb & concrete

POSITION VACANCY

Construction Foreman

Position Description: Foreman

Company: Kerb & Concrete

Location: Tauranga, Bay of Plenty

Reports to: Operations Manager

Summary:

The Foreman is a crucial leadership role responsible for overseeing and coordinating daily operations on construction sites. They ensure that projects are completed safely, efficiently, and to the highest quality standards. The Foreman serves as the primary point of contact for on-site crews, ensuring that work is carried out according to plans, specifications, and within budget.

Expected Duties:

- **Project Management:**
 - Plan and schedule daily work activities for on-site crews.
 - Allocate resources (labour, equipment, materials) effectively.
 - Monitor progress and ensure projects stay on schedule and within budget.
 - Identify and resolve any issues or delays that may arise.
 - Liaise with clients, engineers, and other stakeholders to ensure smooth project execution.
- **Leadership and Supervision:**
 - Provide clear direction and guidance to on-site crews.
 - Delegate tasks and responsibilities effectively.
 - Monitor performance and provide feedback to team members.
 - Enforce company policies and procedures.
 - Foster a positive and productive work environment.
- **Health and Safety:**
 - Implement and enforce health and safety protocols on-site.
 - Conduct regular safety inspections and toolbox talks.
 - Ensure all workers are aware of and follow safety procedures.
 - Report and investigate any incidents or near-misses.

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- **Quality Control:**
 - Inspect work to ensure it meets quality standards and specifications.
 - Identify and rectify any defects or non-conformances.
 - Maintain accurate records of work completed and materials used.
- **Communication and Reporting:**
 - Provide regular progress updates to the Operations Manager.
 - Prepare daily reports and other documentation as required.
 - Communicate effectively with clients, engineers, suppliers, and other stakeholders.

Skills and Qualifications:

- **Experience:** Proven experience as a Foreman or similar leadership role in the construction industry, preferably with expertise in kerbing and concrete works.
- **Leadership:** Strong leadership and communication skills, with the ability to motivate and manage a team.
- **Technical Knowledge:** Sound understanding of concrete construction methods, materials, and equipment.
- **Problem-Solving:** Ability to identify and resolve challenges effectively and efficiently.
- **Organisational Skills:** Excellent organisational and time management skills to plan and prioritise work.
- **Health and Safety:** Thorough knowledge of health and safety regulations and practices.
- **Site Safe Passport:** Current Site Safe Passport or equivalent is preferred.
- **First Aid Certificate:** Current First Aid Certificate is preferred.

Additional Information:

- This is a full-time position with occasional weekend work as required.
- Competitive remuneration package based on experience and qualifications.
- Opportunities for training and career development.
- Company vehicle may be provided.

Kerb & Concrete is committed to providing a safe and supportive work environment that values teamwork, professionalism, and excellence.

If you believe you fit the bill for this role and would like to apply, please email your expression of interest and CV to office@kerbandconcrete.co.nz or call on 07 578 9209.