
COMFORT

I N S U L A T I O N

EST - 1989

Position title: Foreman

Employee's name: _____

Under the supervision of: Construction Manager

Summary

Reporting to the Construction Manager, the Foreman is responsible for coordinating, providing task direction, and working with insulation subcontractor crews in meeting job schedules on time, on budget, and within safety, quality, customer, and performance requirements. The Foreman is involved with, and supportive of, disciplinary actions required by the Construction Manager where required. This position schedules the individual insulation jobs and inspects the work completed for quality. Completes insulation similar to subcontractors where work scheduling requires. All work is completed with customer service in mind, and the Foreman is expected to develop and maintain the onsite customer relationship with the builder, homeowner, site superintendents, site foreman, site trades, and Comfort Insulation staff and subcontractors.

This role is a safety-sensitive position and oversees safety-sensitive roles and requires the individual to adhere to the organization's safe work practices.

The duties, responsibilities, and scope of this position may, from time-to-time, be amended, altered, or changed by the organization to meet its business, community, and/or regulatory needs.

Main responsibilities

→ Schedule and prepare houses (20%)

→ Schedule and prepare houses, including:

- Measure material for houses.
- Scheduling crews.
- Scheduling spray foam with the Spray Foam Manager (called in by builders).
- Scheduling attic insulation with the Construction Manager (called in by builders).
- Preparing the house with insulation prior to other trades coming into the site.
- Follow-up to make sure work sites have materials required.

→ Maintain and Monitor Production Pace and Quality of Work (50%)

→ Maintain production pace and quality of work undertaken by the subcontractors for Comfort Insulation.

- Coordinating, providing task direction, and working with crews in meeting project or job schedules on time, on budget, and within safety, quality, customer, and performance requirements.

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- Addressing work safety, timeliness, or performance concerns of subconsultant crews with Construction Manager. Ensuring a safe work site for all employees, subcontractors, the customer, and the public.
- Redirecting the public or customer concerns to the Construction Manager or the Site Superintendent as required, where these cannot be addressed on site.
- Worksite quality inspections for completion and quality ensuring that corrections are noted and undertaken as needed to meet the approved schedule, budget, safety, quality, and customer requirements.
- Health and Safety
 - Ensure that all site personnel are safe.
 - Ensure that the health and safety protocols and requirements are adhered to.
- **Customer Relationships (20%)**
 - Develop and maintain the onsite customer relationship with the builder, homeowner, site superintendents, site foreman, site trades, and Comfort Insulation staff and subcontractors.
- **Insulation Work (5%)**
 - Undertake the hands-on insulation work as needed.
 - Maintain site cleanliness.
 - Participate and/or lead the Health and Safety Committee, as directed.
 - Reporting fit-to-work safely and to be responsible for the safety of others, and to remain so for time performing any work-related duties.
 - Develop and maintain the onsite customer relationship with the builder, homeowner, site superintendents, site foreman, site trades, and Comfort Insulation staff.
- **Maintain Vehicle (5%)**
 - Maintain vehicle as per manufacturers warranty.
 - Keep up with routine maintenance and any speciality or as needed maintenance to keep the vehicles in good working order and presenting professionally to customers and the public.

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Skills and requirements

- Experience with insulation, with a solid track record of completing work on time, within the schedule agreed, and to the quality, safety, and performance standards expected.
- Ability to understand customers and their needs.
- Attentive to details, organized, and able to apply good judgement in accomplishing work.
- Ability to work well with others in challenging circumstances, and to mentor more junior or less experienced staff.
- Ability to encourage collaboration, being open-minded, honest, fair, supportive, and accountable for own actions.
- Good verbal and written communication skills that allow for clear communication of operational matters to work crews.
- Experienced in the use of insulation equipment.
- Experienced in the use of Microsoft Word, Excel and PowerPoint.
- Ontario's Class 5 driver's license and a clear driver's abstract.
- Required training for all staff prior to starting with Comfort Insulation:
 - WHMIS
 - Workplace Violence and Harassment
 - Workplace Working with Disabilities
 - Ministry of Labour – Health and Safety Awareness in 4 Steps
 - Ministry of Labour – Health and Safety Awareness in 5 Steps
- The following training will be required to be completed when working with Comfort Insulation:
 - Basics of Supervising
 - Working at Heights
 - First Aid
 - Investigating and Reporting Incidents
- The following is job-specific training required by this position:
 - Scaffold Users Hazard Awareness

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Physical condition and capabilities

- The job requires good physical abilities related to work on a client site, including walking around the customer site on potentially uneven or slippery terrain, bending, reaching. Additional physical abilities to move objects that are up to 50 lbs on own or more with assistance are required.
- Requires the physical requirements of standing, walking, bending, and sitting. The position will visit the customer field sites as needed, including driving to and from customer sites, getting in and out of the vehicle, and walking around the customer site on potentially uneven or slippery terrain.
- Ability to get into, operate, and get out of insulation equipment or company vehicles is required.

