



Civil Engineering Site Foreman – Job Description

General Description

Based on individual construction sites, you will report on a daily basis to the Contracts Director &/or Site Agent, and you will form part of our “Civil Engineering Division Team” which provides civil engineering and groundwork services to both internal and external customers.

Primary Duties & Tasks

- To deliver a high level of customer service to both internal and external customers and to ensure that expectations are met or exceeded.
- To effectively manage all members of site staff under your control, such duties to include supporting encouraging and developing the members of your team to assist them in meeting objectives.
- To use your leadership skills to ensure an excellent health & safety culture, with responsibility for implementing all regulatory and company health and safety requirements and procedures for the workplaces under your control, and to ensure full compliance of those requirements and procedures.
- To ensure that both you and others work in a safe manner, and where you witness any unsafe working practice take sufficient steps to correct those practices, or if required stop work on those practices and make the working area secure until a safe working method can be adopted.
- To report to the appropriate person within the company all health & safety hazards or defects observed in the workplace.
- To wear appropriate PPE for the type of work which you are performing, all in accordance with legal requirements and company policies and procedures.
- To cooperate with the company on all health & safety matters.
- To maintain good relationships with existing customers and to expand the range of customers and services in order to support delivery and improvement of the Contracting Divisions revenue budgets.
- To ensure that all contract administration and procedures are promptly and accurately undertaken.
- To ensure that the appropriate resources are in place in order to allow the delivery of projects in accordance with the individual requirements of each project.
- To control the “on-site” management of the projects under your control, including profit and loss, and managing budget constraints.



- To resolve and respond to any queries and complaints notified to you, such response to be in a courteous, efficient and timely manner.
- Appraising staff performance and where necessary recommending to your superior where disciplinary measures need to be taken against individuals who are falling short of the standard expected by the company.
- To be responsible for dealing with and authorising wages and timesheets for the staff under your control.
- Attend periodic Health and Safety Meetings etc, as required.
- To willingly carry out any reasonable task as requested by a member of the management team.

Aptitude / Experience / Skills

- Be the holder of appropriate industry qualifications, including but not limited to CSCS Card and First Aid Certificate etc.
- Maintain a good eye for detail.
- Strong planning and organisation skills.
- Effective communicator and be capable of conveying information accurately, verbally or in written format.
- Demonstrate effective customer service skills.
- Demonstrate good time management skills.
- Ability to work to deadlines.
- Flexibility.
- Hold a full clean driving licence.