



Position / Title	Site Foreman
Reporting to	General Manager
Last updated	October 2025

Focus

The Site Foreman is to be responsible of the coordination of all on-site elements of the project including product installation, training, quality control, delegation, and safety for the jobsite. Excellent planning, leadership and problem-solving skills are imperative to the success of this position. The Site Foreman acts as the on-site representation of Division 7 Projects.

Overall outcomes

Exhibiting a hands-on approach to product installations, problem-solving, delegation, and project coordination. Maintaining the highest quality, supervising all team members, while administering good construction safety practices with all on-site activities.

Upholding a track record of successfully leading an on-site team of 3-6 people through commercial, multi-family, and residential exterior construction projects. Providing leadership and support to construction site staff through training, organization, and excellent communication.

Responsibilities

- Establish clear lines of communication and expectations with OM site crew.
- Delegate tasks in order of priority to each crew member based on experience.
- Plan site layout and staging.
- Study the drawings and fully understand the project and site-specific requirements to be able to lead others accordingly.
- Participate in project start-up meeting.
- Perform jobsite hazard assessment prior to commencing the job and ongoing assessment.
- Working at heights.
- Maintain an organized clean jobsite.
- Provide daily site reports to OM including progress pictures through ProCore.
- Conduct Toolbox Talks on a weekly basis and perform daily huddles.



JOB DESCRIPTION SITE FOREMAN

- Mitigate jobsite issues quickly and effectively through problem solving to keep work on track and on time.
- Perform quality control checks and correct deficiencies.
- Ensure work is done in compliance with all regulations and all applicable health & safety policies and procedures to maintain jobsite security.
- Operate boom lift and scissor lift equipment.
- Receive and document delivery of materials, ensuring they are in good conditions when received and stored properly until they are installed.
- Maintain positive relationships with customers, contractors, suppliers, and other employees.
- Take care to keep confidential all sensitive Division 7 Projects and client job information.
- Comply with and carry out COR safety manual.
- Uphold company values.
- Travel to/from work site.
- Ensure designated site control.

Requirements

QUALIFICATIONS

- 3+ years of experience running commercial, multi-family, residential exterior construction sites.
- Valid driver's license.
- Thorough knowledge and understanding of construction drawings, specifications, and schedules.
- Experience operating boom lifts and scissor lifts.
- Strong knowledge of a variety of exterior product installation guidelines, including but not limited to James Hardie, Soffit/Fascia, ACM, Building Envelope Systems etc.
- Commitment to safe practices and standards (proof of safety training will be required).

SKILLS

- Proficient in using power and manual equipment as well as measuring tools.
- Strong computer skills with enough familiarity of Microsoft programs to carry out a variety of tasks.
- Excellent leadership and organizational skills.
- Strong written and oral communication skills and effective listening skills.



JOB DESCRIPTION SITE FOREMAN

- Self-starter with strong work ethic.
- Strong problem-solving skills.
- Familiarity with ProCore considered an asset.

PERSONAL ATTRIBUTES

- A self-starting, highly motivated and goal-oriented individual.
- Very organized with a systematic approach to achieving accuracy and efficiency.
- Well-developed interpersonal skills, including the ability to manage diverse personalities.
- Professional and technically competent.
- Quick, sharp, confident, assertive, ethical, and ambitious.
- Analytical with the ability to examine issues from multiple viewpoints.
- Friendly and out-going in social contacts.
- Works easily with others.

DAILY PHYSICAL REQUIREMENTS

- Traverse uneven and rough ground surfaces such as rocky or excavated clay surfaces as well as slippery and/or frozen surfaces continuously.
- Ascend and descend ladders, construction stairs and scaffolding multiple times a day.
- Occasionally carry bulky loads such as sheets of plywood or lumber (50lbs minimum).
- Sweep and carry waste materials from the jobsite as required.
- Use construction tools such as hammers, skill saws, levels, air tools, etc.