

## Job Description

**PER-34**

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**Company Name:** VolkerFitzpatrick Ltd

**Business Unit:** Civils

**Contract No & Name:**

<b>Role:</b>	General Foreman - Structures	<b>Reports to (Business):</b>	Site Agent/ Project Manager.
<b>Location:</b>	Project Based	<b>Reports to (Function):</b>	Site Agent/ Project Manager.
		<b>Current Job Holder:</b>	

### Overall Role Purpose:

A General Foreman is an integral member of the Site operations team who manages the team who are responsible for the effective and efficient running of the site throughout the delivery of a project. A General Foreman must ensure that the project is planned, programmed and delivered on time to the satisfaction of the client and his professional team with respect to quality, safety, environmental impact and budget.

A Senior General Foreman is responsible for a larger project or a number of projects.

### Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

#### 1. GENERAL:

As above

#### 2. TENDER:

NA

#### 3. PRE-CONSTRUCTION:

NA

#### 4. CONSTRUCTION:

##### To provide a safe place of work that complies with current legislation.

- Provide, maintain regulatory and VFL standards
- Provide leadership by example, promote IIF initiative and encourage use of Near Miss Reporting to aid continuous improvement
- To provide and maintain adequate welfare facilities
- Clearly demarcate and maintain adequate site boundaries and fencing
- Clearly demarcate all vehicle and pedestrian routes
- Ensure all plant and equipment inspections are up to date
- Identify special material storage requirements
- Identify noise and dust control requirements

##### To run the site as directed by the Site Management Plan.

- Provide input into the production of the SMP, SWMP and all VFL Management System site documentation

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- Maintain adherence and cooperate with audit close out and reviews.
- Ensure personal responsibility for management of the SMP is cascaded through the team
- To manage the works in accordance with the Considerate Constructor Code of Practice
- Monitor and apply the correct procedures for waste water discharge
- Provide adequate environmental measures within the site area, including generator area
- To comply with the SMP refuelling procedure
- Identify and implement correct waste storage and transfer management
- Liaise with neighbours in a professional manner
- Ensure the spill reporting procedure is implemented
- Maintain cleanliness to all site roads and adjacent highways
- Ensure all fuel is stored correctly

**Responsible for supervising and co-ordinating teams of direct labour and specialist sub-contractors and sub contract labour, meeting targets and deadlines the contract.**

- Provide input to cost forecast including labour and plant.
- Ensure that method statements are in place for each work activity and that the site operatives are adequately briefed on them
- Identify and monitor all CSCS and CPCS requirements
- Ensure that operatives comply with the site rules

**To assist with providing information for completion of daily site diary, allocation sheets, time sheets, record of labour, progress report sheets, plant returns, material returns and local site purchase sheets.**

- Keep an accurate and comprehensive site diary, ensuring it is up to date. Provide copies to the site management team.
- Ensure the accurate production of allocation sheets, time sheets, labour records, progress report sheets, plant returns, material returns and local purchase sheets.
- Ensure complete and accurate records are passed on to the site management team in a timely manner.

**To assist in emergency situations as directed by site management.**

- Ensure that you are familiar with the emergency procedures detailed within the site management plan.
- Keep emergency access routes and fire escapes clear at all times.
- Maintain emergency facilities, such as fire points, in good working order.
- Ensure adequate first aid equipment is kept and maintained on site, at all times.
- Ensure you know who is a trained first aider on the site.

**To ensure safe working practices are adhered to, as outlined in method statements and risk assessments**

- Obtain copies of method statements covering works you will be managing, ensuring you understand their contents.
- Monitor the work operations to ensure they are carried out in accordance with the appropriate method statement.
- Educate the work force where deficiencies in safe working practice are identified.
- Ensure regular and relevant tool box talks are given to the workforce.
- Put controls in place to reduce risk of falls, etc.
- Ensure adequate edge protection is provided to all excavations.
- Implement and monitor the correct HAVS procedure.

**To attend sub contractors' meetings and site staff meetings.**

- Manage the VFL supply chain and hold them to account for delivery of their contractual obligations

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- Ensure that subcon attendances are understood by whole team and that measured work is not removed from subcon scope and delivered by VFL.
- Ensure fair treatment of all suppliers
- To attend all relevant site briefing meetings
- To attend all relevant subcontract pre-start and review meetings

**To liaise with the site management team passing on relevant information on regular basis.**

- Ensure effective no-surprise communication with Project Manager
- Maintain full accountability for elements of the cost plan including all labour (direct, indirect) plant (including attendant and direct) material reconciliations, key materials, elements of the site overheads. Monitor planned outputs against actual.
- Mitigate cost over runs.
- Monitor productivity of non-critical and critical activities
- To support the Agent / Project manager in the production of a robust labour and plant forecast
- Become actively involved in the monitoring of labour and plant resources against the forecast
- Regularly inform the site management teams of any issues that may affect delivery of the works (i.e. delays, client instructions, sub-contractor performance, etc.)

**To co-ordinate the works in accordance with the relevant programme of works.**

- Understand the programme strategy and requirements
- Deliver the works planned economically and efficiently
- Provide input on alternatives, mitigations and zero-cost acceleration
- Develop an understanding of the construction programme and key the key dates to delivering the project on time
- Advise the site management team of any issues that affect the delivery of the works programme.

**Be aware of responsibilities from the HSEQ policies**

- Ensure that right first time quality is built into every element of the constructed works. This requires full understanding of the specification and proactive input into the Inspection and Test Plans produced on the site.
- Be champion of IIF and engage in programme
- Be familiar with and observe all relevant statutory provisions applicable to construction
- Implement the company's procedures for dealing with sub-contractors and ensure proper co-operation and co-ordination takes place between the various parties who may share the workplace/site.
- Provide an adequate assessment of the risks involved, and ensuring that safe systems of work and method statements are produced, followed and reviewed.
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk.
- Ensure employees, self-employed, temporarily employed and non-employed trainees/persons have received adequate training and information about the activity they are required to undertake, particularly by ensuring induction is provided for those attending a location for the first time.
- Ensure employees are aware of the company's policy for health & safety at work and that they have understood its requirements.
- Liaise with others as applicable and support initiatives for health and safety representation.
- Ensure proper protective equipment is provided, maintained and used.
- Report all accidents and incidents to the appointed health & safety manager, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated.
- Arrange 4-weekly health & safety planning meetings with the appointed health & safety

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manager. .

- Be responsible to your line manager for the correct application of the quality management system, where it affects your daily activities.

**5. POST CONSTRUCTION:**

**6. OTHER:**

- Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples' irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status

**Interfaces:**  
Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
All site personnel	Sub-contractors
Visiting Managers	Material suppliers
	Clients

**Delegated Authority:**  
(the decisions that the role holder is allowed to make)

- Fully empowered for any decision necessary to maintain safety.
- Other delegated authorities are as defined within the SMP Matrix

**Limits of Financial Authority:**

- £5k single transaction unless otherwise agreed with Project Manager

## Career Path Information

**Required Qualifications / Expertise:**

Proven track record of successful project delivery  
Relevant experience in multiple civil engineering activities  
Attendance on VFL standard HSEQ training modules  
CSCS  
Experience in heavy plant operations – desirable, not essential.

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Key Competencies Required for this Career Level	
Technical	Behavioural
Good communicator	Assertive
Team Leader	'Can do' Attitude
Business Awareness	Able to work under pressure
Knowledge and understanding of construction management	Self-motivated
	Proactive
	Effective use of Initiative

**Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:**

Agreed copy \_\_\_\_\_  
 Signature Name Date

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