

Job Description

PER-34

VF B/C use this form VF Rail use this form VH use this form VL use this form VS n/a VR n/a VI n/a

Company Name: VolkerFitzpatrick Ltd

Business Unit: Civils

Contract No & Name:

Role:	Section Foreman	Reports to (Business):	General Foreman
Location:	Project Based	Reports to (Function):	General Foreman
		Current Job Holder:	

Overall Role Purpose:

A Section Foreman manages part of the site and is responsible for the effective and efficient running of that part of the site. A Section Foreman must ensure that the work is delivered on time to the satisfaction of the client with respect to quality, safety, environmental impact and budget.

Key Accountabilities:

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

RESPONSIBILITIES

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.

- Maintain regulatory VFL standards
- Promote IIF initiative and encourage use of Near Miss Reporting
- Maintain adequate welfare facilities
- Maintain adequate site boundaries and fencing
- Demarcate all vehicle and pedestrian routes
- Ensure all plant and equipment inspections are up to date

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

- To manage the works in accordance with the Considerate Constructor Code of Practice
- Apply the correct procedures for waste water discharge
- To comply with the SMP refuelling procedure
- Implement correct waste storage
- Ensure the spill reporting procedure is implemented
- Maintain cleanliness to all site roads and adjacent highways

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

- Ensure all fuel is stored correctly

Responsible for supervising and co-ordinating teams of direct labour and specialist sub-contractors and sub contract labour.

- Ensure that method statements are in place for each work activity and that the site operatives are adequately briefed on them
- 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, plant returns.

- Keep an accurate and comprehensive site diary.
- Ensure the accurate production of allocation sheets, time sheets, labour records, plant returns

To assist in emergency situations as directed by site management.

- Keep emergency access routes and fire escapes clear at all times.
- Maintain emergency facilities, such as fire points, in good working order.
- 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.
- 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.

- Ensure fair treatment of all suppliers

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

- Ensure effective no-surprise communication with the General Foreman
- Monitor productivity of non-critical and critical activities
- Become involved in the monitoring of labour and plant resources
- Regularly inform the site management teams of any issues that may affect delivery of the works

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

- Deliver the works planned economically and efficiently
- Develop an understanding of the key dates to delivering the section 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.
- Engage in IIF programme
- Ensure co-ordination takes place between the various parties who may share the workplace/site.

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Job Description

PER-34

VF B/C use this form VF Rail use this form VH use this form VL use this form VS n/a VR n/a VI n/a

- Ensure that safe systems of work and method statements are followed.
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are 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 proper protective equipment is used.
- Report all accidents and incidents.
- 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)

Other delegated authorities are as defined within the SMP Matrix

Limits of Financial Authority:

no financial authority unless otherwise agreed with Project Manager

Career Path Information

Required Qualifications / Expertise:

Relevant experience in multiple civil engineering activities
CSCS
Experience in heavy plant operations – desirable, not essential.

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	

Job Description

PER-34

VF B/C use this form

VF Rail use this form

VH use this form

VL use this form

VS n/a

VR n/a

VI n/a

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**

Issue no:	1	Date:	Aug 2011	Parent document:	
Approved for IMS:	IMS Manager	Document owner:	Head of HR	Workspace file:	