# Polices & Procedure Manual

# Job Descriptions Templates

#### Project Foreman

#### Overview

The foreman works under the supervisor in a supervisory capacity. Responsibilities include delegating work assignments, overseeing job performance and inspecting course conditions.

#### **Eupotions**

- Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and equipment use.
- Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.
- Supervises all projects and employees assigned to the project.
- Manages the building maintenance program and improvement projects.
- Reports all disciplinary problems to the supervisor.
- Opens the classroom/shop and runs operations in accordance with all policies and procedures.

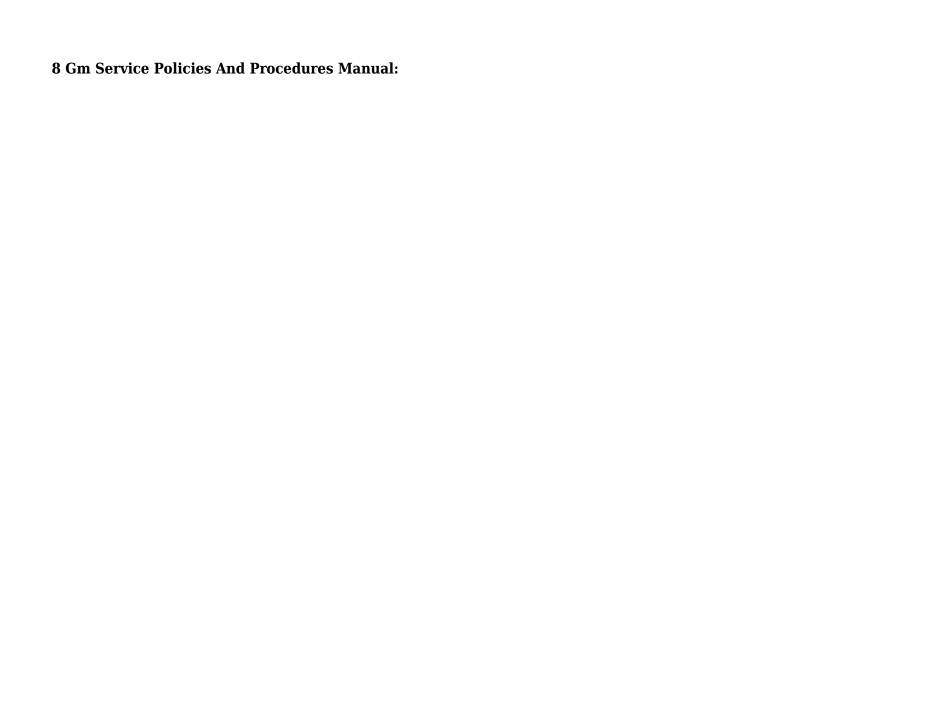
#### **Employment Standards**

- Proven leadership capabilities.
- · Planning, organization and prioritization
- Analytical problem solving
- Management control
- Interpersonal sensitivity
- Understand and follow protocol for the proper lines of communication
- Clear understanding of company mission and values.
- Ability to work independently and as part of a team.

Job description and responsibilities may be modified only by the supervisor

# **8 Gm Service Policies And Procedures Manual**

**Ying Liu** 



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