



<b>Job Title:</b>	<b>CIPP Foreman</b>	<b>Job Category:</b>	<b>Exempt</b>
<b>Department/Group:</b>	IPR - Great Lakes	<b>JD #:</b>	
<b>Date Reviewed</b>	4/14	<b>Hiring Manager:</b>	General Manager
<b>External URL:</b>	<a href="http://www.teamipr.com">www.teamipr.com</a>		

### Job Description

**Role:** Directly supervises and coordinates all daily activities designated/ assigned crews and their helpers. Performs CIPP supervisory and management functions as directed by the Project Manager. Communicates project and staffing needs to Superintendent. May also engage in the same construction trades work as the workers being supervised. Delegates and oversees new hire training.

**RESPONSIBILITIES:**

- Acts as liaison with crews and management. Provide calculations on hours, materials, equipment and manpower required for projects.
- Conducts oneself in a professional courteous manner with all employees. Use good judgment and discretion.
- Recognizes and communicate to Superintendent or Project Manager any priority projects or problems, such as employee or job costing issues and complaints from the customer.
- Ensures that all safety policies and procedures are adhered to. Ensure that all accident and incident reporting procedures are followed bring problems to the attention of the Superintendent, Safety Director or General Manager.
- Coordinates, directs and leads workers engaged in Pipe Rehabilitation activities. Assigns daily work activities to employees, using material and worker requirements data.
- Supervises crews to obtain top quality workmanship, efficiency, employee satisfaction, morale, communication, commitment, teamwork and pride.
- Reviews and verifies employee time sheets and submit to superintendent on specified days. Ensures that hours are assigned properly.
- Submits all job reports to superintendent in a timely and accurate manner.
- Suggests personnel actions, such as assignments, transfers, hires and training requirements. Adheres to the company's Equal Opportunity/Affirmative Action Policy when taking part in any employment action or decision.
- Analyzes and resolves worker problems and recommends motivational plans.
- Regularly communicates with maintenance staff about repair and maintenance needs on all major pieces of equipment on assigned jobs.
- Relates to the public and to customers in a professional, courteous and respectful manner, appropriately responding to their complaints.
- Follows Daily Foreman Procedures & Protocols. Executes any duty as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Incumbent must possess and demonstrate proficiency in crew management.
- Must demonstrate good communications and interaction skills.
- Must be accurate, detailed, reliable and able to initiate and follow through on projects & tasks with minimal supervision.
- Must have ability to be proactive and trouble shoot.
- Solid understanding and knowledge of standard field pipe rehabilitation procedures.

**EEO**



**PHYSICAL DEMANDS**

**N: Never (not at all)**

**S: Seldom (0-10%)**

**O: Occasional (11-33% of the time)**

**F: Frequent (34%-66% of the time)**

**C: Constant (67%-100% of the time)**

**STRENGTH:**      Sedentary      Light      Medium      Heavy      Very Heavy

Frequency		Comments			
Sitting	f				
Standing	o				
Walking	o				
Driving	s				
Lifting:                      20lb.	s				
Carrying:                    20lb.	s				
Push/Pull                    20lb.	s				
Climbing Stairs/Ladders	o				
Working at Heights/Balancing	n				
Bending at Waist	o				
Twisting at Waist	o				
Crouching/Kneeling	n				
Crawling	n				
Reaching	o				
Repetitive Motion	f				
Handling/Grasping	f	50	%Pinch Grasp	50	% Whole Hand Grasp
Comments for line above					
Fine Finger Manipulation	o				
Talking	f				
Hearing	f				
Seeing	f				
Temperature Extreme	s	90	% Indoors	10	% Outdoors
Comments for line above					
Vibration	s				
Other					