



Canadian Construction
Association
Gold Seal Certification

Foreman occupational profile



ADMINISTRATION

Competency	Supporting competency/skill/knowledge/task
Maintain site foreman's log and site reports	Record crew progress
	Record receipt of materials
	Record any theft or damage to tools, equipment or materials
	Record any delays caused by other trades
	Record any re-work
	Document milestones
Prepare daily production records	Record time spent on a task
	Record material used
	Record any hindrance to job performance
	Report progress of work
Complete quality reports	Maintain daily time keeping and reporting
	Create and manage worker violation reports
Facilitate mandatory toolbox talks	Pick topics that are relevant to the work scope
	Distribute documentation
	Review specific work plans
	Document all feedback
	Record participation of crew members
Monitor labour productivity	Assess hours spent against work complete
	Assess requirements for equipment
Attend foreman meetings held by general contractor	Provide other trades your weekly look ahead
	Plan ahead and book any equipment or access points you might need from the general contractor

LEADERSHIP & SUPERVISION

Competency	Supporting competency/skill/knowledge/task
Develop an effective construction crew	Promote, support, and facilitate teamwork and harmony between own crew and other subcontractors
	Provide positive feedback
	Identify struggling workers and provide support
	Be open to feedback from crew
	Communicate expectations clearly
	Promote trust through ethical and honest behaviour
	Identify strengths and weakness of workers
	Identify optimal worker pairings
	Encourage and support development and learning on the job site
	Encourage teamwork
Manage crew performance	Evaluate crew performance
	Identify and communicate crew strengths and weaknesses management
	Understand skills requirements for different types of construction projects
	Provide input into required skillsets for upcoming projects
	Identify, develop, and recommend individuals with potential for promotion
	Identify ineffective or problematic crew members and apply progressive discipline process
Assign crew tasks	Explain the job and expectations to the crew
	Ensure crew understands the job and requirements
	Provide required drawings, details, and specifications for each task
	Recognize team skill sets
	Assign work taking into consideration strengths and weakness of crew members
	Work with other trades to coordinate work fronts
Ensure workers are trained to perform work	Identify and track required training
	Ensure workers are trained before arrival on site
	Ensure that workers have proper certification for equipment
	Ensure that training certificates are up to date for workers on site
	Ensure that workers are licensed to work on products and materials
	Provide opportunities for continuous development on site
	Create an environment that encourages development
Resolve conflicts between crew members	Identify conflicts between crew members
	Work collaboratively with the crew members to find solutions

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Competency	Supporting competency/skill/knowledge/task
Maintain work standards and outline behavioural expectation	Lead by example
	Apply the principles of workplace respect on site
	Ensure all crew members understand company policies
	Ensure crew compliance with all project and company policies and procedures
	Promote and recognize positive behaviour
Apply provincial labour laws and standards	Understand obligations and responsibilities under provincial labour laws
	Understand current human rights/labour laws
	Identify and address all contraventions of labour laws
Understand and apply all company human resource policies	Understand and apply company policies including harassment, substance use/abuse in the workplace
	Ensure crew compliance with company policies and procedures
	Identify and address any breaches of company policies
Work cooperatively with all contractors and subcontractors	Coordinate and schedule work effectively
	Ensure that all stakeholders are working with the most current documents
	Communicate the long term and short-term schedule requirements
	Ensure that work areas are prepared and ready for the work of the next subcontractor
	Work cooperatively and fairly with stakeholders
	Resolve any conflict in a fair manner and as soon as it arises
Abide by union rules and obligations when applicable	Understand and apply collective and specific site agreements
	Educate crew on agreements and provide any required clarification
	Understand responsibilities for specific tasks
	Follow rules regarding overtime, time off, parking etc. Provide lunchroom, water
	Understand grievances and grievance process
	Ensure all applicable workers are union
	Work directly with job steward to monitor and ensure adherence to collective agreements

PLANNING & SCHEDULING

Competency	Supporting competency/skill/knowledge/task
Ensure safety, quality, and productivity of construction projects	Ensure that schedule is met or improved upon
	Ensure that budget is met or improved upon
	Ensure that all crew are working productively
Translate general work requirements into a prioritized work plan	Understand drawings and specifications docs
	Review drawings and specifications
	Ensure drawings and specifications are accurate for the scope of work
	Use drawings to improve constructability and reduce interferences
	Use drawings and specs to create work packages
	Perform an ongoing analysis of workload for each crew throughout site
Coordinate and work with other subcontractors	Develop and monitor schedule to avoid conflicts with sequencing
	Reduce interferences between subcontractors
	Promote effective construction practices and process
	Understand overview/goal
Work with authorities having jurisdiction	Know all authorities having jurisdiction
	Understand role and responsibilities of authorities
	Coordinate with appropriate authorities
	Understand when to call in authorities having jurisdiction
Ensure that all work is performed to the applicable codes	Know provincial and national building codes as they apply to the scope of work of the project
	Know the municipal by-laws, including knowing when to call for inspections
	Review work as it is being installed to ensure conformance to code and industry best practices
Support PM/superintendent in identifying RFIs and CCNs	Document and report discrepancies identified in the field
	Identify missing or conflicting details, dimensions, information in the documents
	Understand the impact to schedule of missing information and report to Superintendent accordingly
Organize and manage lifts	Understand what constitutes a critical lift
	Understand requirements for a critical lift
	Ensure permits are in place before work starts
Manage construction materials	Create/review estimates for material requirements
	Order material
	Oversees the storage of construction materials
	Monitors the supply and utilization of materials
Manage construction tools and equipment	Determine construction tool and equipment requirements
	Oversee the storage of construction tools and equipment
	Monitor the supply and utilization of tools and equipment.
	Perform monthly inventory of tools and equipment
	Order tools and equipment

QUALITY CONTROL

Competency	Supporting competency/skill/knowledge/task
Perform on-site assessment prior to commencing work	Ensure the project is ready and address any concerns
	Ensure all safety precautions and procedures are in place
	Ensure the jobsite ready for your scope of work
	Ensure availability for material storage on site
Oversee the execution of the work	Know the specifications and contract deliverables
	Monitor compliance with contract documents (including technical specifications)
	Monitor quality and production
	Ensure that the crew works to job specifications
	Ensure that work follows the contract documents
	Ensure work is being carried out in a safe manner
Demonstrate subject matter expertise	Ability to perform all aspects of the constructed works of the crew
	Know all aspects of the job, including ordering material and installation testing needed to complete the scope of work of your company
	Monitor quality of building materials
	Review quality of materials to ensure that they are as specified in the contract documents.
	Ensure that materials and equipment are properly stored
	Understand process to reject materials that do not meet the quality requirements
Monitor quality of construction work	Review installed work to ensure that the quality meets the contract documents requirements
	Monitor overall construction operations for quality
	Maintain accuracy in dimensions and layout
Establish lines and levels for construction operations	Use layout equipment
	Document layout information
	Establish and maintain benchmarks
	Understand how to read gridlines
	Perform takeoffs for placement of equipment or measurements
Inspect and measure completed work	Understand importance correctly establishing lines and levels
	Compare installed work with drawings to ensure that all is installed in the correct location
	Inspect completed work for completeness and deficiency free

SAFETY

Competency	Supporting competency/skill/knowledge/task
Ensure compliance with provincial health, safety and environment (HSE) regulations	Understand the provincial HSE regulations
	Understand current environmental regulations
	Know provincial regulations with respect to execution of work
	Work with senior project management to resolve issues raised by provincial and/municipal safety authorities
	Review site and task relevant safety regulations with crew
	Provide onsite copy of OH&S safety act
Communicate and ensure compliance with company safety policies and procedures	Understand company, project specific and provincial safety codes, standards and policies
	Monitor crew for compliance to safety policies and enforce compliance
	Know the process for enforcing company policies
	Document and advise senior project management of repeated infractions and advise on action
Perform site inspections	Perform weekly site inspection and submit report to safety representative
	Review site for company safety issues
	Communicate results and potential issues to superintendent or general contractor
	Send report to own head office
Ensure hazardous work is performed in a safe manner	Perform site inspection of the work area to identify any hazards
	Identify hazards and ensure that hazardous work has all permits
	Remove or mitigate any safety hazards
	Review work plan and all safety hazards with the crew
	Review the job hazard assessment with all workers before they begin working on site
	Ensure that general contractor has provided safe work areas
	Verify that all safety measures are in place before sending crews into a work area
	Obtain personal training that is relevant to the project
	Ensure all employees have the proper training for the task they are asked to perform
	Ensure that crew members are complying with the provincial and/or project requirements for personal protective equipment
	Ensure all safety gear is fit for duty and not defective
Participate in safety/incident investigations	Seek medical attention if required
	Collect workers statements
	Contact safety representative to report incident

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Competency	Supporting competency/skill/knowledge/task
Ensure that vehicle and equipment checks are carried out and documentation managed	Provide workers with proper documentation to complete
	Ensure all inspection slips are submitted at the end of each workday
	Submit all documentation to head office
Ensure field level risk assessments (FLRAs) are completed	Review cards throughout the workday
	Ensure all field level risk assessments (FLRA's) are complete before work begins
	Update FLRA if task or hazards change throughout the workday
	Add and communicate any hazards or controls that might have been missed by the worker
	Sign off on workers' task