

General Foreman

Business Unit	Construction	Reports To	Production Manager
Required Edu & Certs	High School Diploma, preferred	Required Experience	3+ years residential remodeling 1+ years running residential construction projects
Status	Non-Exempt	Future Orientation	1-5 days
Job Family	Overseer	Pay Band	2
Safety Sensitive	Yes	Assigned Assessments:	Pre-Hire Risk

The Woodard Way: We provide Legendary Service to help people get back to their lives while exemplifying our Core Values in an environment that fosters safety, care, high expectations, and top-notch performance.

Core Purpose: The General Foreman will manage subcontractors and suppliers, as well as perform labor on Construction projects up to \$20,000 with minimal guidance while adhering to Woodard’s standards for safety, quality, customer satisfaction, and profitability.

Role Persona/Profile:

- Self-Motivated
- Passionate about helping others
- Detail Oriented
- Problem Solver
- Manages competing priorities
- Sense of humor
- Enjoys physical labor
- Strategic and tactical
- Customer oriented
- Honest

Core Abilities:

- Safety – minimize all safety risks before completing tasks
- Construction Knowledge – understand time, equipment, material, and labor required to return a property to pre-loss condition while maintaining profitability
- Customer Service – relate to and build rapport with customers, understand their needs, and resolve their concerns, communicate clearly; listen carefully with empathy
- Professionalism – approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status, position, or situation
- Organization – manage details or multiple projects in an organized and efficient manner
- Planning – develop project plans and allocate resources to deliver on-time, within-budget solutions
- Decision Making – align decisions and actions with Woodard’s Core Values and influence others to do the same

Core Duties:

- Create project schedule and budget

- Communicate, and execute project plan according to the schedule and budget
- Ensure projects are completed to Woodard's quality standards
- Select approved subcontractors and suppliers to perform work as needed by the project plan
- Perform production labor tasks on jobsites, including jobsite cleaning, drywall hanging and taping, painting, finish carpentry, plumbing, and electrical work
- Conduct project inspections to evaluate project progress, quality of workmanship, customer satisfaction and adherence to contract scope of work
- Participate in weekly staff meetings with team members to ensure project information is being updated accurately
- Communicate with customers to ensure their confidence & satisfaction in the project
- Competently and consistently utilize company technology

Position Pre-Requisites:

- Authorization to work in U.S.
- Current, valid Driver's License
- Ability to obtain and maintain Class E Driver's License
- Ability to pass background check
- Ability to pass a drug screen
- Own tools

Work Environment / Physical Requirements

- Frequently required to walk, climb, balance, twist, reach, stop, kneel, crouch, and crawl
- Frequently required to engage in repetitive hand, arm, and leg motions
- Regularly exposed to hot, wet, or humid conditions (non-weather); moderate noise in the work environment, and fumes or airborne particles
- Regularly required to twist, reach, work with hands overhead for extended periods, and lift and/or move 50 pounds
- Regularly required to sit, stand, read, write, and type using fine motor skills
- Occasionally required to perform a two-person lift of more than 100 pounds
- Occasionally required to perform tasks at elevated heights or work near moving mechanical parts
- Occasionally required to wear full and half face respirators, eye protection, gloves, and other PPE