

**Foreman**

The Foreman is responsible for the supervision of all activities that take place on the work site, ensuring efficient use of labour, machines, and materials by their crews, and will report on such things as personnel, costs, and safety. This position will be responsible for the management of all on-site workers and enforcement of all required safety and work regulation policies.

**Primary Duties & Responsibilities:**

* Ensuring the effective and efficient use of personnel, materials, equipment, facilities, and time.
* Managing all project labour administration activities including; payroll, timekeeping, labour coding, equipment coding, and safety reporting.
* Assisting in the resolution of change requests, material defects, and equipment problems.
* Ensuring a safe work environment in compliance with all safety policies and procedures using the appropriate tools and equipment for the task.
* Protecting and promoting the interest of the company in all matters.
* Perform other duties as required.

**Required Knowledge, Skills, Abilities, Education, and Experience:**

* 3-5 years of experience in civil construction preferred
* Valid driver’s license in good standing
* Surveying background and grading experience would be considered an asset
* Must be well versed in construction site protocols, rules, and code of conduct.
* Strong management, delegation, planning, and leadership skills.
* Strong communication and problem-solving skills
* High level of sound and independent judgment and reasoning.
* Able to deal with people tactfully, diplomatically, and professionally at all times.
* Working safely is a condition of employment

A comprehensive pension and benefits package is offered with this position along with opportunities for advancement and training and development.

Application Process:

Completed applications should be submitted to:

Human Resources

Attn: Emily Turnbull  
Via Email: [hrnb@dexter.ca](mailto:hrnb@dexter.ca)  
Please reference “Clayco Superintendent” in the subject line.

We are an equal opportunity employer that encourages all interested candidates to submit a detailed resume.

We would like to thank all those who apply; however only those selected for an interview will be notified.