

Grading Foreman/Project Manager

Job Description:

- We are seeking a skilled and experienced Supervisor to join our team. As a Supervisor, you will be responsible for overseeing construction projects and ensuring they are completed safely, efficiently, and within budget. The ideal candidate will have strong leadership skills, extensive knowledge of construction processes, and the ability to effectively communicate with project engineers, county and state workers, and other members from the team.

Job Duties & Responsibilities:

- Oversee, recommend, and implement safety policies and procedures
- Primary responsibilities: Schedule and organize day-to-day operations for grading/pipe/construction crews
- Instruct, train and monitor team members in the performance of their duties and in the proper use of equipment
- Recommend additional training for team members when appropriate
- Direct grading, milling and trucking to create a smooth efficient workplace
- Work with project engineers, technicians and surveyors to implement construction plans
- Enforce work regulations, respond to grievances, and make recommendations for or impose discipline as necessary
- Estimate time and resource requirements for projects
- Maintain records of equipment, supplies, and labor hours using provided software
- Coordinate ordering of equipment and materials

Tasks Essential to Job Functions:

- Knowledge of the techniques of job planning, finish grading and construction work
- Ability to demonstrate knowledge with reading plans, reading grades
- Knowledge of the hazards of the work and appropriate safety precautions
- Knowledge of erosion control concepts and requirements
- Knowledge of the rules and regulations governing the work
- Basic knowledge of computers, i.e. Microsoft Office
- Strong verbal and written communication skills
- Ability to plan, supervise and delegate work
- Ability to maintain accurate records
- Knowledge and experience in the operation of heavy equipment such as dozers, excavators, motor graders, loaders and scrapers
- Ability to maintain proper license, medical card and acceptable driving record
- Valid driver's license and health card
- Must have a positive attitude

- Use of GPS systems a plus

Work Environment:

- Outside work with exposure to noise, dirt, fumes, and all weather conditions. The Construction Foreman may be required to work nights and/or weekend shifts.

Required Personal Protective Equipment (PPE):

Will be required to properly wear personal protective equipment (PPE) including but not limited to:

- Hard hat
- Safety vest
- Ear plugs
- Work gloves
- Steel-toe boots

Minimum Qualifications & Training:

- High School Diploma or equivalent
- Five years experience in asphalt street and highway construction and paving
- LICENSES/CERTIFICATIONS:
Valid driver's license; (CDL desirable) able to pass drug test
MnDOT Grading and Base 1 & 2 Certifications; MnDOT Erosion Control Certification;
MnDOT Traffic Control (MnDot certifications must have been obtained within 24 months of hire)

Work authorization:

- United States (Required)