

JOB TITLE: Mechanical Foreman

SUPERVISOR: The supervisor of the Foreman is the Superintendent

SENIOR PURPOSE: Responsible for supervising mechanical workers and making sure work is completed in a safe and efficient manner. Align resources and motivate all field staff to ensure that our self-performance and subcontracted scope of work is planned out, organized and controlled. The role of the Foreman also includes collaborating and working with the CAD, Prefab, Operations, Estimating, Purchasing, Human Resources and Accounting Departments.

KEY RESULT AREAS (KRAs) FOR THIS ROLE:

- *Safety*
- *Field Labor Productivity*
- *Material Purchasing & Management*
- *Tool/Rental Equipment Management*
- *Quality Control/No Rework*
- *Lead and Manage that Build Our Projects*
- *Happy Customer; Understand and Meet Client Expectations*

KRA TASKS AND ACTIVITIES AND THE PRIMARY ACCOUNTABILITY FOR EACH:

KRA #1, SAFETY

The safety of our people is our #1 risk on our projects: You as the foreman are responsible for ensuring that our mechanical workers and all other employees are working in compliance with our company wide safety program, the safety program of our respective clients and that there is zero lost time incidents on your respective projects.

Accountability: Lost time for injury results on your projects are the baseline for which safety will be measured.

KRA #2, FIELD LABOR PRODUCTIVITY

Our self-performed labor is our #2 risk on projects: You as the foreman are responsible planning out and executing the work in a manner that is productive, efficient and cost effective.

Accountability: The current budget is the baseline in which labor productivity will be measured. The foreman must bring in the labor dollars and hours at or below the current budget.

KRA #3, Material Management

Our rough material, plumbing and HVAC equipment is our #3 risk on our projects: You as the foreman are responsible to make sure that the rough material, plumbing and HVAC equipment is ordered accurately, stored in an orderly fashion, protected, managed, and handled in a safe and cost effective manner.

Accountability: The rough material, plumbing and HVAC equipment current budgets are the baseline in which this KRA will be measured. The foreman must keep the jobsite working effectively and not spend unnecessary time trying to get material.

KRA #4, Tool/Rental Equipment Management

Our company supplied tools and rental equipment is our #4 risk on our projects. You as the foreman are responsible for making sure the company supplied tools are stored in an orderly fashion, protected, handled and managed in a cost effective manner to meet or beat our tool/equipment budget.

Accountability: The rental and tool current budget is the baseline in which tool/rental equipment management will be measured. The foreman must work to keep our tools maintained and organized for use.

KRA #5, Quality Control/No Rework

Rework, back-charges for cleanup and damage are our #5 risk on our projects: You as the foreman are responsible for ensuring that the installation of our self-performed and subcontracted work is installed in a manner that doesn't require it to be done a second time. That all work is properly tested to prevent damages to other trades work and is installed in a clean and orderly fashion.

Accountability: Back-charges and damages will be measured through deduct COs, must not have any back-charge change orders. Rework will be measured through the applicable budgets and must be brought in at or below budget.

KRA #6, Lead and Manage a Team that Build our Projects

Our people are the only asset that separates us from our competition: You as the foreman have stewardship responsibility to make our people better, or discharge them if they are not teachable. You are responsible to evaluate, coach and teach our field staff to meet our expectations.

Accountability: Utilize the focus list as a monthly report card to keep employees in line with the basics and develop a baseline to which employees can be measured and held accountable. People with multiple grades below a C must be trained up or terminated.

KRA #7, Happy Customer; Understand and Meet Client Expectations

Our customers are our most important asset. Without them we have zero opportunity to be a great company: You as the foreman are responsible for understanding and meeting client expectations, addressing client concerns, meeting or beating their schedule, resolving conflicts which will keep them happy.

Accountability: Our customer survey is the baseline in which happy customer will be measured.

WHAT ARE THE OTHER COMPETENCIES REQUIRED FOR THIS ROLE?

Safety: Enforcing company safety policies and procedures on every project.

Reinforcing the Corporate Culture: This is accomplished by understanding the Mission, Vision and Core Values of Mallick and ensuring that our Culture is maintained and enhanced where possible. It is expected that the Foreman will play a leadership role by example.

Internal Leadership: Taking an active interest in developing in house future managers and career paths by actively mentoring potential future "leaders".

WHAT ARE THE NECESSARY SKILLS REQUIRED FOR THIS ROLE?

- *Conflict Resolution*
- *Operational Awareness*
- *Financial Aptitude*
- *Technical Knowledge*
- *Team Building*
- *Analytical Thinking*
- *Identification and Risk Management*
- *Problem Solving from the Root Cause Analysis, Technical and Non-technical*
- *Leadership*
- *Negotiation*
- *Customer Service (Happy Customer and Subcontractor with Repeat Work)*
- *Employee Growth/Accountability*
- *Decision Making and Ability to Teach It*