
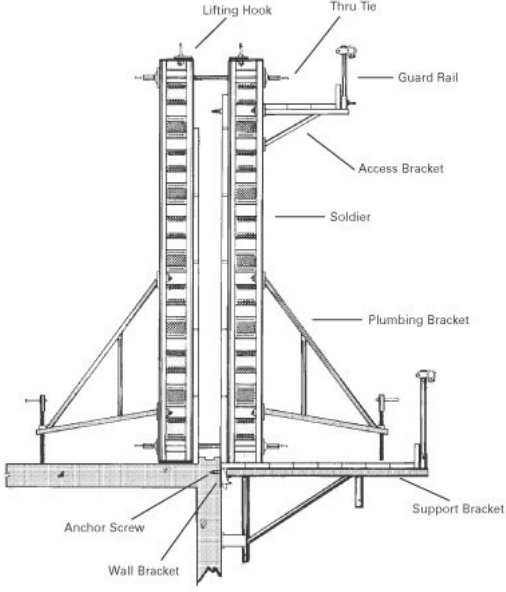



JOB TITLE: JUNIOR FOREMAN

ROLES AND RESPONSIBILITY		DAILY ACTIVITIES	
<p>The Junior Foreman assumes supervisory responsibilities over workers, materials and plant on a section of the work.</p> <p>The work entails working to programmes and deadlines as agreed with the Foreman.</p> <p>The job presumes communication, problem solving and decision making skills.</p>		<p>The Junior Foreman's day is enjoyable & challenging because of the variety of work that they do.</p> <p>It spurs challenges, having to meet our daily targets and implementing ideas as to what will have to be done for you to achieve what is required of you and your task.</p> <p>The following is part of the daily activities:</p> <ul style="list-style-type: none"> • Delegation of activities; • controlling of materials and equipment; • daily reporting on work progress; • mentoring and training of artisans and semi skilled workers. • Communicate to team the programme for the day • Submit works ready for Engineers approval 	
			
QUALIFICATION PRE-REQUISITE		CAREER DEVELOPMENT	
<p>You must have at least a Grade 10 and construction experience in on of the civil engineering disciplines.</p> <p>Experience workers are promoted to Junior Foreman, but you must be able to read, write and speak at least English, Afrikaans and Xhosa.</p>		<p>Promotion to Forman level in any one of the civil engineering disciplines is possible for those who have potential, so that they can see themselves successful.</p>	

<p>PERSONNEL REQUIREMENTS</p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> • trustworthy, • Must be able to read and interpret drawings • Setting out • Ensure compliance with all safety requirements • Supervisory skills • Good communication skills 		<p>CHALLENGES</p> <p>The following challenges are experienced:</p> <ul style="list-style-type: none"> • To be given responsibility of running the whole site; • looking after more than one team. This makes you focus even more on your goals. • Preplanning your day material; • working with sub-contractors
<p>JOB SATISFACTION</p> <ul style="list-style-type: none"> • To be responsible and to be able to make decisions on my own. • The highlight for me was to move from General Worker to Junior Foreman within 5 years. • Seeing work done and using strategies which engineers will accept; • having versatile sub-contractors who has ability to listen & pursue the task delegated to them 	<p>ADVICE FOR JOB SEEKERS</p> <ul style="list-style-type: none"> • They must like the work we are doing. When they love it they will enjoy it and be keen to study more so that they can someday become Site Agents or Directors of the company. • Enjoy what you are doing, try make the best out of what is required, communicate every obstacle you come across do not be shy to do what you believe is right. • When unsure seek advice from superiors. • Mathematical and drawing skills are recommended. • Lastly you must have a will to develop in life 	
	<p>WORKING ENVIRONMENT</p> <p>The working environment is varied between:</p> <ul style="list-style-type: none"> • Indoors and outdoors • Open and closed spaces • Town / urban • Quiet / noisy 	
<p>EDUCATION AND TRAINING</p> <ul style="list-style-type: none"> • A minimum qualification at NQF Level 3 in one of the disciplines i.e. structures, roads, building, geotechnical, drainage and services. 	<p>LENGTH OF STUDY</p> <ul style="list-style-type: none"> • Learnership in one of the disciplines at NQF Level 3 is between 15 to 18 months plus a minimum of 2 – 4 years related work experience 	