



**JOB TITLE: FOREMAN - EARTHWORKS**

ROLES AND RESPONSIBILITY	DAILY ACTIVITIES
<p>Foreman is a first-line supervisory position. A Foreman has extensive knowledge of the trade and the work involved, along with an ability to resolve problems with appropriate and timely decisions. A Foreman reports directly to a General Foreman or Site Agent.</p> <p>Among a Foreman’s responsibilities are:</p> <ul style="list-style-type: none"> <li>• scheduling of work -accountable for following project plans and schedules and ensuring the construction team’s daily and weekly activities meet production goals related to earthwork;</li> <li>• co-ordination of resources – plant, people, materials, equipment;</li> <li>• facilitate a safe work culture and is accountable for the safety of the construction team and must understand the legal liability of the role; ensuring the construction team apply the standards for safe working conditions and are fit for work each day;</li> <li>• is accountable for ensuring that the completed work meets standards and for recommending work processes that will improve productivity and product quality;</li> <li>• administration - is accountable for the preparation of reports as required by the employer; and</li> <li>• management liaison and client interface.</li> </ul>	<p>A Foreman must ensure the following:</p> <ul style="list-style-type: none"> <li>• that the structure or road to be constructed are correctly build according to specifications;</li> <li>• that he/she has a full understanding of the drawings and specifications he/she receives and to plan the construction layout accordingly;</li> <li>• conduct all measurements and sizes before the construction team can commence with the work;</li> <li>• You normally start the day with a Site meeting to discuss the daily activities and planning. Then the team is informed of the activities and the process starts.</li> <li>• Record completed works to check if met Production Targets.</li> </ul> 
QUALIFICATION PRE-REQUISITE	CAREER DEVELOPMENT
<p>You need a Grade 12 minimum or you should have acquired the language competencies of NQF level 3 and mathematical literacy competencies of NQF Level 3 prior to embarking on learning towards this Qualification.</p> <p>A Foreman must have a technical qualification; Good written and verbal communication skills; negotiation skills; knowledge of Civil Engineering construction processes, plant and equipment, production control, safety, material control, sub-contractors, and read &amp; interpret drawings &amp; programs and be willing to travel locally as well as internationally.</p>	<p>General Foreman or Site Agent in the following disciplines:</p> <ul style="list-style-type: none"> <li>• Road construction</li> <li>• Structures</li> <li>• Drainage and Services</li> <li>• Earthworks</li> <li>• Geotechnical</li> <li>• Building</li> </ul>

<p><b>PERSONAL REQUIREMENTS</b></p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> <li>• Commitment</li> <li>• You must enjoy working outside</li> <li>• You must enjoy working with other people</li> </ul>		<p><b>CHALLENGES</b></p> <p>Sometimes the planning cannot be applied in the field and you have to make another plan. Sometimes you have a breakdown in plant and you cannot complete the job on time. We struggle with absenteeism and bad relationships between employees</p>
<p><b>JOB SATISFACTION</b></p> <p>I'm glad if I reach my target. I have a good relationship with the consulting Engineers and my Managers and my team is hard working</p> <p>Every time you finish a job and you hand it over to the client, you feel proud. I'm also proud if I work safe and reach the targets</p>		<p><b>ADVICE FOR JOB SEEKERS</b></p> <p>You must be prepared to work hard and you must be eager to learn something new every day</p>
	<p><b>WORKING ENVIRONMENT</b></p> <p>The working environment is varied between:</p> <ul style="list-style-type: none"> <li>• Indoors and outdoors</li> <li>• Open and closed spaces</li> <li>• Town / urban</li> <li>• Quiet / noisy</li> </ul>	
<p><b>EDUCATION AND TRAINING</b></p> <ul style="list-style-type: none"> <li>• Further Education and Training Colleges Nationally</li> <li>• CETA Accredited Providers - NQF Level 4; National Certificate in Construction Supervision</li> </ul>	<p><b>LENGTH OF STUDY</b></p> <ul style="list-style-type: none"> <li>• 3 Years at FET College - Further Education and Training Certificate (Vocational) NQF Level 4</li> <li>• 18 Months minimum through a NQF 4 Learnership</li> <li>• 5 + years construction experience in a specific discipline i.e. roads, structures, geotechnical etc.</li> </ul>	