


JOB TITLE: GENERAL FOREMAN

ROLES AND RESPONSIBILITY		DAILY ACTIVITIES	
<p>A General Foreman must supervise construction teams engaged in construction activities i.e. roads, dam, building, and/or general construction, repair or maintenance.</p> <p>The General Foreman:</p> <ul style="list-style-type: none"> • Places orders, receives and distributes materials to specified sections for future work. • Recommends repairs, supervises the maintenance of tools and equipment and determines work procedures. • Plans the hiring of contract equipment and operators in order to insure proper utilisation. • Interprets, implements and enforces regulatory requirements related to safety, environmental and industry standards. • Interprets plans, blueprints and sketches of proposed structures in terms of the relevant specifications • Prepares reports on project time, equipment, materials and progress including project cost expenditures and balances. • Reviews the work of skilled trade's workers and equipment operators. 		<p>A normal day is interesting & challenging because you must have control of your planning, organisational skills and in that regard you can control the site activities more effectively and efficiently.</p> <p>A General Foreman conducts the following activities daily:</p> <ul style="list-style-type: none"> • Maintains a constant drive to achieve production outputs in order to meet targets; • Planning of activities; • General management of the resources; • Making on-the-spot decisions; • Interaction at various levels to ensure job requirements is met; • Costing daily & weekly; • Measurements; • Safety programming; • Material control and ordering; • Certificates; • Disciplinary hearings; • Material testing; and • Early bird 	
QUALIFICATION PRE-REQUISITE		CAREER DEVELOPMENT	
<p>The General Foreman can progress to a Contracts Manager in:</p> <ul style="list-style-type: none"> • Road construction • Structures • Drainage and Services • Earthworks 		<p>A General Foreman can develop to a Senior Site Agent and then Contracts Manager.</p>	

- Geotechnical
 - Building
- Must have good
- written and verbal communication skills;
 - negotiation skills;
 - knowledge of Civil Engineering construction processes;
 - plant and equipment;
 - production control;
 - safety standards;
 - material control;
 - be able to read & interpret drawings & programs; and
 - be willing to travel locally as well as internationally.



PERSONAL REQUIREMENTS		CHALLENGES
<p>The following skills are required:</p> <ul style="list-style-type: none"> • Motivator of people; • Perseverance; • Self discipline; • Logical thinking and being able to analyse details; • Realistic; • Analytical; • The right attitude towards work and the company • Caring for people – those who are doing the physical work; • Be a leader; and • Take responsibility for planning; organising and control. 		<p>The position is challenging as it requires knowledge of business practices and procedures as well as technical obstacles and working from detailed instructions. You need to apply knowledge in a variety of practical situations</p>
JOB SATISFACTION	ADVICE FOR JOB SEEKERS	
<p>To be involved in various jobs that receive industry related awards.</p> <p>To interact with people from different backgrounds and to see the end product whether it is road or structure.</p> <p>Feel great when you develop and cost a structure for the first time and see it work.</p>	<p>Be prepared to work hard and make personal sacrifices.</p> <p>Be focused on what you do, pay attention to details and have a vision.</p>	

	WORKING ENVIRONMENT
	<p>The working environment is varied:</p> <ul style="list-style-type: none"> • Indoors and outdoors • Open and closed spaces • Town - urban • Quiet - noisy
EDUCATION AND TRAINING	LENGTH OF STUDY
<ul style="list-style-type: none"> • At any University of Technology • CETA Accredited Providers - NQF Level 4; FET Certificate in the supervision of Construction Processes 	<ul style="list-style-type: none"> • 4 Years at a University of Technology • 18 Months minimum through a NQF 4 Learnership • Minimum of 10 years experience in the Construction Industry