



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

Department: Building Works
Job Title: Works Foremen
Responsible to: Building Services Manager

Job Purpose: To supervise the delivery of building services in accordance with plans, policies and Health & Safety requirements, and to coordinate operations and oversee workers at construction sites.

Job Outline:

- To supervise and work alongside staff on construction sites and in the workshop and assigning tasks to the work force according to priorities and plans.
- Provide support to Building Works Office during times of BSM absence.
- Hands-on capability and experience required on all aspects of general building works with an emphasis on carpentry and joinery.
- To ensure that work is carried out in accordance with agreed method statements as applicable.
- To provide input into the development of method statements as necessary.
- Maintain work standards and outlining behavioural expectations to ensure staff morale and productivity.
- To be accountable for following project plans, schedules and ensuring that teams under their supervision perform daily and weekly to meet production goals.
- To ensure that the completed works meets quality standards, by overseeing the execution of the work, including quality and production, and that work force works to job specifications and follows the plans.
- To provide assistance to produce estimates, costing and quotations.
- Be aware of the Company's Health & Safety requirements and ensure that the works are performed in a safe manner; including ensuring that workers are competent in the safe use of machinery and equipment.
- To work outside of normal working hours when required.
- To undertake any other related duties as requested by management.

Key Responsibilities:

- To lead a skilled works team.
- To effectively communicate verbally and in writing.
- To apply good problem solving and conflict resolution skills.
- To organise and delegate work.
- To coach and develop staff members.
- Ensure manpower and resources are adequate.
- Guarantee all safety precautions and quality standards are met.
- Supervise the use of machinery and equipment.
- Report on progress to managers.

Special Conditions:

- Out of hours work as required.
- Be in possession of a valid driver's license, classes A, B, C, D if possible.
- Have a sound knowledge in most aspects of construction and carpentry works.
- Have some experience of Microsoft Excel, Project & Powerpoint.

Person Specification:

- Has a good work ethic.
- Ability to read drawings, plans and blueprints.
- Proven experience as construction foreman.
- In-depth knowledge of construction procedures, equipment and HSE guidelines.
- Can adjust to change.
- Leads by example.
- Willing to motivate and mentor staff members.
- Works as part of a team.
- Takes responsibility.
- Is honest and acts with integrity.

Hours of Work:

- 40 hours per week with the opportunity to receive time-off in lieu or paid overtime for working outside of normal hours.

Qualifications:

- Has a minimum of 3 years of experience as a qualified and competent tradesperson.