



Position Title: Utility Crew Foreman

Position Overview:

The Utility Crew Foreman is fully accountable for the performance and overall management for one or more utility crews of 5-8 people on heavy civil construction projects. This includes routine planning, organizing, and scheduling for the installation of water, sewer and stormwater in accordance with company quality standards and legal safety standards (i.e., DOT & OSHA standards). The Utility Crew Foreman will also operate and maintain heavy, motorized equipment used to install water, sewer and stormwater infrastructure in a safe and efficient manner.

Responsibilities:

- Develop & effectively manage work plans and schedules
- Plan for and organize crew staff according to project requirements, including assigning proper personnel to specific tasks or components of projects
- Exercise wide discretion in directly or indirectly supervising a crew of 5-12 people (including operators, pipelayers and laborers)
- Complete & maintain project-related documentation & correspondence (field work orders, timesheets, daily reports, etc.)
- Conduct daily meetings with crews (to include scheduling and safety review)
- Collaborate with field management to ensure successful resolution of issues between the project plan & site execution on an ongoing basis
- Identify possible unforeseen work conditions early
- Coach and develop all crew members staff
- Monitor quality control and hold crew members accountable for their installations
- Operate heavy, motorized equipment used in pipe laying operations, including, but not limited to, dozers, loaders, excavators, compactors etc. and other equipment to support utility operations.
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Identify hazards on site
- Maintain Wells Brothers' strategic outlook and core values

Necessary Skills:

- Great leadership
- Ability to read and interpret construction plans and specifications
- Ability to shoot and calculate grades for cuts and fills
- Ability to establish working relationships with other employees, supervisors, and the public
- Resourcefulness, Self-motivation, and honesty
- Ability to manage against demanding schedules
- Very strong oral and written communication skills
- Exceptional professional judgment
- Ability to work effectively with a diverse workforce
- Ability to multi task and prioritize

- Resourcefulness
- Self-motivation
- Ability to make independent judgments
- Analytical and problem solving
- Must pass equipment operation proficiency exam

Employment Requirements

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verify
- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Desired Minimum Qualifications and Knowledge:

- High School Diploma or GED
- Valid Driver's license
- Four (4) years of directing utility installation
- Eight (8) years of heavy equipment operation
- Eight (8) years of heavy equipment maintenance
- Traffic laws, ordinances, and rules involved in heavy equipment operation
Occupational hazards and standard safety practices
- Operational characteristics of a variety of heavy, power-driven equipment
Maintenance requirements of heavy, power-driven equipment

Supervision (Given and Received):

- Will serve as leader of operators, pipelayers and laborers
- Receive general supervision from higher level management or supervisory staff.

Working Conditions:

- Environmental:
 - Outside weather conditions, exposure to dust and inclement weather
 - Works near moving mechanical parts
 - Exposure to vibration
 - Exposure to wet, hot and humid conditions
 - Noise levels are usually high
- Physical:
 - Use of hands and fingers to handle, feel or operate tools and equipment controls.
 - Reach with arms to access tools and equipment controls.
 - Must be able to stand, talk, and hear.
 - Good peripheral vision with proficient depth perception and the ability to adjust and focus.
 - Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: heavy lifting and climbing; operating motorized equipment and

vehicles; work in confined spaces; work at heights; work around heavy construction equipment

- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- May be required to drive company vehicles to project sites located within a 120 mile radius of the company office
- Travel
 - Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.
- Expected Hours of Work
 - This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 5:00 p.m., 45 hours per week. This position frequently requires long hours and weekend work.