

Site Foreman

Position Purpose

The Site Foreman is responsible for the coordination, supervision, and delivery of construction activities on assigned projects. This role requires strong leadership, technical expertise, and a hands-on approach to ensure works are completed safely, on schedule, and to the required quality standards.

Key Responsibilities

- Supervise and lead site personnel, ensuring productivity and quality standards are met.
 - Read and interpret architectural, structural, and set-out drawings.
 - Manage procurement, delivery, and allocation of building materials.
 - Implement and maintain quality control procedures across all works.
 - Ensure compliance with workplace health and safety (WHS) requirements, supported by the administration team.
 - Troubleshoot and resolve site issues to maintain project momentum.
 - Coordinate subcontractors, trades, and suppliers effectively.
 - Engage with clients, consultants, and other stakeholders as required.
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Core Competencies

- **Leadership:** Ability to motivate, direct, and support site teams.
 - **Technical Knowledge:** Strong understanding of construction processes, standards, and compliance requirements.
 - **Problem Solving:** Effective identification and resolution of site-based challenges.
 - **Communication:** Clear and professional engagement with colleagues, subcontractors, and stakeholders.
 - **Time Management:** Ability to plan, prioritise, and execute tasks to meet project timelines.
 - **Attention to Detail:** Commitment to high-quality workmanship and precision.
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Key Performance Indicators (KPIs)

- Projects delivered on time, within budget, and to specification.
 - Compliance with WHS standards and incident-free site management.
 - Effective coordination of trades, subcontractors, and suppliers.
 - Demonstrated quality control through regular inspections and minimal defects.
 - Positive stakeholder feedback regarding site management and professionalism.
 - Accurate reporting and communication with project management.
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Work Health & Safety Responsibilities

- Ensure compliance with all relevant WHS legislation and company policies.
- Conduct regular site inspections to identify and address potential hazards.
- Promote a culture of safety awareness among all site personnel.
- Ensure appropriate use of personal protective equipment (PPE).
- Report incidents, near misses, and risks promptly in line with company procedures.