

May 24, 2022

Project Foreman

Summary: We are looking for a Project Foreman with the ability to manage a small crew for the field installation phase of projects. This position requires a strong knowledge of the process piping industry, excellent organizational skills, and the ability to communicate with all levels of the organization.

Project Development

- Pursue project add-ons and new opportunities at all times when working on-site, and communicate potential leads to your Project Manager.

Purchasing and On-site Project Setup

- Identify and set up accounts at local suppliers, rental yards, mobile office(s), portable restrooms/hand wash stations, miscellaneous accommodations, etc.
- Process orders for consumables, tools, safety supplies occasionally with support from Purchasing Department or Shop

On-site Project Management

- Arrange/confirm power hook-up type, staging and fabrication at job site. Coordinate power with Project Manager/Customer as needed
- Manage a small field crew (typically no more than 6 journeymen)
- Create isometric drawings and lay out crew with consistent work
- Keep Project Manager and Manpower Manager updated on manpower needs
- Manage the day-to-day problems, concerns, and questions that arise when running a field crew. Facilitate and resolve these issues with respect and integrity while keeping BMI's best interest at the forefront

Project Safety and Administration

- Ensure weekly safety tailgate meetings are performed and documented
- Ensure all monthly safety protocols are met and submitted to Safety Manager
- Adhere to and enforce BMI's Injury and Illness Prevention Program (IIPP) and Customer Good Manufacturing Practices (GMPs)
- Immediately report any near misses or injuries to Safety Manager and Project Manager
- Submit payroll and credit card expenses (electronically preferred) to Accounting Department



- Complete daily job logs and Job Hazard Analysis (JHAs) (electronically preferred) and save in corresponding job folder or forward to Project Manager (daily logs) and Safety Manager (JHAs) weekly
- Review with Project Manager on a weekly basis, change orders, percent completion updates, and any issues that arise

Technical Skills

- Excellent communication skills
- Ability to use Microsoft Word, Excel, Outlook and Adobe Acrobat
- Ability to read P&IDs and layout plans
- Ability to draw isometric drawings

Skills/Competency Requirements

- Ability to lead and manage field crews consistently with respect and integrity
- Ability to work in a dynamic work environment
- Ability to travel to remote job sites for extended periods of time
- Open to learning new skills and receiving constructive feedback
- Other duties as assigned

Physical Requirements of this job include standing, kneeling, crouching, climbing, pushing/pulling, and walking. The typical work schedule is five or six 10-hour days but depending on our customers' needs could be up to seven 12-hour days. Job duties require a physical activity level that is moderate to high. Reasonable accommodations may be made in limited situations to enable individuals with disabilities to perform the essential functions.