

Job Description

Job Title: Project Foreman

Job 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

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.

Barnum Mechanical Inc. (BMI) is an Equal Opportunity Employer- M/F/D/V. BMI uses E-Verify. Applicants may be subject to pre-employment screening which may include drug screening, reference checks, employment verifications, background screening and or skills assessments.