



PAVING FOREMAN

Company: Warner Bros.,
Department: Construction
Classification: Salary

Location: Springfield/Sunderland, MA
Reports to: Operations Manager
Revised: November 2023

Position Summary:

The paving foreman will be responsible for the safe and efficient operation of the paving operations as well as overseeing the employees on the paving crew.

Essential Functions:

1. Adheres to all safety rules and works safely on all jobs
2. Manage paving crew to complete paving jobs at various locations while ensuring job specifications are met.
3. Maintain professional, effective, and efficient communication with crew, customers, quality control, contractors, highway superintendents, and ASMG management.
4. While performing the duties of this position the incumbent is regularly required to stand for up to 10-12 hours (rest breaks as required by law will be provided), use hands, handle or feel, reach with hands and arms, talk or hear, see, walk, climb stairs, ladders, and catwalks, stoop, bend, twist, kneel and crouch.
5. Knowledge of machine controls, safety features, proper operation In accordance with company safety policy and relevant equipment manual(s);
6. Collecting employee time sheets and entering accurately into Trimble in an efficient manner.
7. Report immediately to Construction Manager any damage to the equipment or safety hazards or accidents.
8. Must be able to consistently lift and/or manipulate with push/pull force +/- 50 pounds.
9. Flexibility with regard to schedule, working early and/or extended hours, weekends, and holidays when required.
10. Other duties as assigned.

Work Conditions

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, talk, see, and listen.



The employee must be able to push levers forward and backwards. The employee is occasionally required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

Other Accountabilities/Responsibilities:

Performs related and unrelated duties as may be required.

Position Requirements:

High school diploma or equivalent plus three to five years in a supervisory position preferred. Strong leadership, communication, and problem solving skills. Must have a working knowledge of computers and the Microsoft office suite. Knowledge of DOT regulations, must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of calculating yield, slope and grade, paving speed, tons per hour, trucking needs as well as knowledge of "best paving practices". Must be motivated and able to handle multiple projects with little supervision in an extremely fast paced environment. Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

Supervisory Scope:

Manage all hourly employees within the paving operation with regards to work schedules, safety, and production.

Independent Action:

Performs work independently within scope of established guidelines and practices.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required and a CDL license is preferred. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.