

Multi-Family Residential Foreman Sheet Metal Worker Job Description

At P.L. Freeman we are a union contractor signatory to Sheet Metal Workers Local 18. At our firm the Multi-Family Residential Foreman oversees and is responsible for a broad range of construction job-site projects per job plans and specifications. The foreman must have experience in reading and accurately interpreting construction plans, drawings, and specifications.

The foreman must demonstrate the desire and ability to identify and solve problems as they arise. The foreman must have strong interpersonal skills and be able to work effectively with a team. At P.L. Freeman, the foreman has a strong orientation for results, a high commitment to quality and customer service, and shows the ability to adjust to the changing needs of the customer.

The foreman is responsible for performing, as well as leading, training and directing the activities of their crew. He or she must schedule and coordinate daily and advise the activities of their assigned crew.

Rate of Pay Range

- Residential Pay Scale \$40.00 Hourly
- Commercial Pay Scale: This only applies to certain areas of Project as mandated by Trade Union.

Benefits

- Health Insurance via Sheet Metal Workers Local 18
- Pension Plan via Sheet Metal Workers Local 18
- 401K Plan via Sheet Metal Workers Local 18
- PL Company Truck
- Company Issued Cellular Data iPad
- Potential of End of Year Bonus

Overall Responsibilities

- Effectively manage and maintain the equipment, materials, and tools for successful completion of each project.
- Oversee the daily operations of the project.
- Implement and follow through with job instructions provided by the Construction and Project Manager
- Maintain daily paperwork required for the site and crew.
- Provide leadership and supervision at project site and enforce company and project policies and working rules.
- Occasionally inspect work performed by crew for quality and specification compliance.
- Perform "hands-on" work during the day.
- Order and schedule the delivery and return of materials.
- Ensure Safety and Quality Control requirements at Project Site.
- Conduct Safety Meeting and "Tool-Box" Talks.
- Prepare change orders to submit to project manager.
- Keep all "As-Built" Drawings current.
- Coordinate all site-specific close-out documentation
- Oversee completion of "punch lists". Ability to review Pro Core Project Management Portal



- Coordinate with customer Representative for site related activities and maintain a good working relationship with the customer and general contractor and their staff.
- Provide leadership guidance and actively train and promote learning to apprentices and all crew members when possible.
- Maintain company equipment, tools, and vehicles in an operational condition always.
- Analyze and resolve work problems and lead crew members in discovering solutions.
- Prepare and submit for review production, safety, time, and other reports, as necessary.
- Computer knowledge of Bluebeam, Excel and Word and the ability to communicate via-email.
- Manage a crew of 3 to 9 workers.
- Possess excellent organizational skills and push crews for production.
- Ability to clock in crew members via Foundation Software and submit hours to office.
- Valid driver's license.
- OSHA 30 minimum.
- EPA Refrigerant License

At PL Freeman a Multi-Family Residential Foreman Sheet Metal Worker must have the ability to fabricate and install HVAC related equipment, materials and components that are commonly used in HVAC Systems in a Multi Family Commercial and or Residential Setting or pay scale.

Job Related Expectations

- Proper Use of Tools- Each Sheet Metal Worker must the demonstrate the ability to use company issued tools in a proper and safe way. And observe all on-site housekeeping practices.
- Proper Lifting and Stretching Techniques- each Sheet Metal Worker must observe proper lifting techniques.
- Material Handling –The willingness and ability to handle equipment and materials when called upon.
- Rough HVAC Installation: The Sheet Metal Worker must demonstrate the ability to cut and core holes in walls and floors.
- Demonstrate the ability to properly measure and cut HVAC related materials.
- The ability to install Spiral Duct and fire-smoke and ceiling radiation dampers.
- The ability to run Furnace PVC Fresh Air and Exhaust Lines.
- The ability to install Natural Gas Lines.
- The ability to Set and Install Furnace and AC Roof Portals
- The ability to install Fire stopping
- The ability to install seal-mastic on supply duct runs and install insulation.
- The ability to run, solder, evacuate, and charge A/C Liquid and Suction lines.
- The ability to install Furnace and Central Air Condensate Drain Lines
- The ability to run – and terminate low voltage thermostat wire.
- The ability to, join, seal, and hang Bathroom, Kitchen and Dryer Exhaust Lines and exterior vents
- The ability to set, fabricate and install Furnaces, A-Coils Ducted and Ductless Split Heat Pumps and Gas-Fired Unit Heaters without supervision.
- The ability to Fabricate and Install Supply and Return Air Plenums and Filter boxes and base pans.
- The ability to work of a blueprint CAD Drawing and the ability to improvise for “as build modifications.

Other Responsibilities

- Adhere to all Safety, Housekeeping and Quality Control requirements at Project Site
- Attend and conduct all Safety Meeting and "Tool-Box" Talks
- Maintain company equipment, tools, and vehicles in an operational condition always.
- Able to meet the physical requirements of the job, which includes lifting, bending, climbing, working at heights and in confined spaces
- The ability to problem solve and work with others in a team environment.
- Possess organizational skills and must be punctual and dependable.

Able to receive instructions and carry out assigned tasks in an efficient and **timely** manner.

New Hire Safety Training

- At the time of hire all Sheet Metal Workers will undergo a Safety Orientation. During this 1 Hour training period they will become acclimated with the Safety Policies of the PL Freeman Company.
- They will watch a 39 Minute Safety Video with questions and answers at the end of video.
- They will be given a condensed version of our General Health, Equal Employment Opportunity and Safety Plan for Construction and expected to read it thoroughly. They will be required to attend all on site Safety Meetings.

New Hire Company Policy Training

- At the time of hire all trainees will undergo a New Hire Training. During this 1 Hour training period they will become acclimated with the written policies of the PL Freeman Company. They will complete all required new hire paperwork.
- They will be informed of our Disciplinary, Equal Employment Opportunity, Vehicle and Drug Policy and will be given a written copy of it for their records.
- In addition, they will be informed of our Accident Investigation Policy and will be given a written copy for their records.
- They will receive company vehicle, company gas card, company iPad and PPE.

Expectations and Evaluation Understanding

- At the time of interview and upon hire each new Sheet Metal Worker will have a clear understanding of what will be expected of them as an employee of PL Freeman. Everyone will be evaluated by their ability to perform the tasks described above.

NLRB-APPROVED "AT-WILL" LANGUAGE FOR EMPLOYEE HANDBOOK

"The relationship between you and the Company is referred to as 'employment at will.' This means your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Company.

No representative of the Company has authority to enter into any agreement contrary to the foregoing 'employment at will' relationship. Nothing contained in this document creates an expressed or implied contract of employment

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT



“P.L. Freeman Co. is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business manpower needs.

We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.”