



## **INTERIOR PROJECTS FOREMAN JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Represent Allied Fire Protection in a professional manner
- Work with other team members to ensure good customer experience
- Monitor emails and text messages
- Return communications in a timely manner
- Read plans and interpret information needed to complete project. Installation of fire sprinkler systems in residential, commercial, and industrial buildings
- Notify supervisor/manager immediately of any conflicts in job scope
- Become familiar with job sites and scope for assigned projects
- Installation of fire sprinkler systems in residential, commercial, and industrial buildings
- Does not complete work or services outside of defined scope without permission of manager
- Operates hand tools, power tools, gauges and measuring equipment to complete project.
- Completes work orders, Daily Reports and documents to verify work performed as needed to conform to project scope requirements
- Maintains inventory of materials, tools and equipment assigned
- Supervises/ trains apprentice/helper and other technicians, as needed
- Other duties as assigned

### **Expectations:**

- Believe In, Live, and Support Our Mission Statement, Core Values and Business Plan Daily
- Safety First
  - Ensure timely and complete submittal of JSAs, Toolbox Talks, Audit Forms, etc.
  - Ensure timely and accurate Incident and Accident Reporting
  - Hold yourself accountable for all Safety Initiatives
  - Hold yourself accountable for Safe Driving of Company Vehicles
  - Ensure awareness and support of Stop Work Authority
- Complete all Training Requirements – Safety, Certifications, etc.
- Submit accurate Timesheet – job numbers/names, OT and travel pay, completed on time, etc., support transition to Electronic timesheet submittal
- Ensure all required documents are complete, accurate and professional, with required signatures
- Ensure proper Inventory Management – review, update, and approve packing slips – submitted timely, proper material management
- Ensure proper Maintenance and care of equipment – trucks, lifts, tools, etc.
- Keep jobsites clean and organized



- Ensure Production Efficiency – awareness of budget vs. actual labor hours and proactive communication with superintendent
- Support and Ensure Adherence to Company SOPs – Purchase Orders, Change Orders, etc.
- Timeliness – at the job on time; attendance; communication with supervisor; paperwork
- Ensure Customer Satisfaction and respond to Customer Satisfaction Survey feedback improvement opportunities
- Maintain Quality Control i.e. reduce the need for return trips and warranty work
- Maintain a Professional appearance
- Communicate effectively and professionally within the department and with internal and external customers
- Teamwork – maintain positive interactions within your team, local office, etc.
- Actively Participate in required team meetings
- Ability to work overtime, out of town or on-call as needed

#### **Knowledge:**

- High School diploma or GED preferred but not required; or related experience and/or training; or equivalent combination of education and experience
- Texas RME-I license is preferred
- Ability to maintain on-going required continued education, professional licenses and/or certifications as required by the position

#### **Work Experience:**

- Minimum of five (5) years relevant work experience to include experience on wet, dry, pre-action and deluge sprinkler systems

#### **Skills and Competencies:**

- Must be detail oriented with excellent organization skills
- Must have valid state driver's license and good driving record
- Must be able to use or learn to use Microsoft Excel and Outlook
- Must have basic familiarity with computers and computer operations
- Must be able to communicate effectively with peers, supervisors and customers
- Must be familiar with NFPA occupancies and spacing requirements
- Must maintain proper documentation on provided electronic device for work performed.
- Must maintain company vehicles and equipment per AFP Vehicle Policy.
- Ability to effectively communicate with peers, supervisors and the customer.
- Good math, verbal, written skills as well as good interpersonal skills.
- Basic to moderate computer skills are desired
- Ability to follow specific directions (written/verbal), perform a changing variety of duties, repeat tasks of short duration according to a set procedure and work within precise limits and standards of numerical accuracy



- Ability to meet customer requirements and maintain an acceptable customer satisfaction rating

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Task Title/Job Title: Interior Projects  
Foreman

Date of Analysis: 2021

"O" Occasionally 0 - 33%, "F" Frequently 34 - 66%, "C" Constantly 67 - 100%

|                      | Frequency/Duration/Weight |   |   |            |   |   |            |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
|----------------------|---------------------------|---|---|------------|---|---|------------|---|---|-----------|---|---|-----------|---|---|-----------|---|---|--|--|--|
|                      | ≥ 8 Hours                 |   |   | ≥ 10 Hours |   |   | ≥ 12 Hours |   |   | ≥ 25 lbs. |   |   | ≥ 50 lbs. |   |   | ≥ 75 lbs. |   |   |  |  |  |
|                      | O                         | F | C | O          | F | C | O          | F | C | O         | F | C | O         | F | C | O         | F | C |  |  |  |
| Pushing              |                           |   | X |            | X |   | X          |   |   |           |   | X | X         |   |   |           |   |   |  |  |  |
| Pulling              |                           |   | X |            | X |   | X          |   |   |           |   | X | X         |   |   | X         |   |   |  |  |  |
| Climbing             |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Balancing            |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Bending and Twisting |                           | X |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Squatting            | X                         |   |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Crawling             | X                         |   |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Kneeling             | X                         |   |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Reaching             |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Handling             |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Fingering            |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Feeling              |                           |   | X |            | X |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Lifting and Carrying |                           |   | X |            | X |   | X          |   |   |           |   | X |           | X |   | X         |   |   |  |  |  |
| Working overhead     |                           | X |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Working at heights   |                           |   | X | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Standing             |                           |   | X | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Sitting              | X                         |   |   | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |
| Walking              |                           |   | X | X          |   |   | X          |   |   |           |   |   |           |   |   |           |   |   |  |  |  |

While performing the duties of this job, the employee will frequently be required to use ladders and scaffolds while wearing Personal Protective Equipment. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.