

**Foreman (Field) :: Synopsis**  
**Fiorilli Construction, Inc. Cleveland, OH**

Fiorilli Construction is a high growth General Contracting, Design Build, and Construction Management firm focusing on enhancing our relationships locally, within the Midwest and expanding nationwide. We are currently seeking dedicated, creative, high performing rock star in our industry who understand the teamwork and trust that is required in the commercial construction industry along with our hyper-growth culture.

We are exceptional in the construction field, have integrity in all we do, and believe in contributing to an amazing culture within our work environment. We believe in the philosophy of work hard, play hard. We all have various interests outside of the office; we are committed to family, and are passionate about our lifestyles. At the end of the day, building synergistic authentic relationships is our #1 priority. We do not believe that this is just a job, but a passion and we bring that to each and every project that we do.

We are looking for exceptional, seasoned commercial construction experts able to service clientele for a large variety of construction projects and take responsibility for all project productivity, communications, and controls while operating effectively and efficiently in a collaborative environment. Ideal candidates must be passionate about providing outstanding services to deliver a great product while demonstrating a strong sense of accountability.

**Executive Summary**

The Company's initial primary goal for your position is to utilize your skills as a field job Foreman for all variations of projects, large or small, timing with other assignments permitting. Your position may require you to travel and manage flow of multiple projects at times depending upon the workflow company wide as determined at the discretion of the Company. You will be expected to run small crews and coordinate trades, have limited interaction with clients and learn how to run small to medium commercial interior buildouts from start to finish, schedule/manage subcontractors, and communicate/interact professionally in representing the Company.

**Qualifications:**

Experienced and versatile in carpentry, metal studs, acoustical ceilings, flooring, and other general trades work with background in commercial and multifamily construction and remodeling to include framing, trim, windows, doors, and siding. Possess full range of quality tools, reliable late-model truck, and excellent driving and attendance record. Proven expertise in running small crews and coordinating trades from time to time.

Candidates are preferred to have 3-5 years' experience working in a large scale professional commercial construction environment, possess strong accountability, problem solving for the greater good, the ability to maintain solid relationships, and exhibit attention to detail in conjunction with excellent communication skills. Cutting edge technical savvy skills are preferred.

Reports to: General Superintendent

**Accountabilities:**

1. Journeyman Carpentry/General Trades Skills
2. Jobsite Relations/Management – "PROCORE ALL DAY EVERY DAY"
3. Maintain Schedule/Contract Resolution

4. Safety & Quality
5. Punch List/Closeout Trade Work Support

#### **Core Competencies:**

- i) Dedicated to Fiorilli Construction's (FCI) Core Focus (BSAR & DCE), Core Values, SMART Guarantee, & 10<sup>2</sup> Company Vision shared:

##### **CORE VALUES:**

1. ***BSAR™ (Building Synergistic Authentic Relationships)***
2. ***OWN IT***
3. ***Always a Pro***
4. ***Integrity in All We Do***
5. ***Cutting Edge Cool***

##### **CORE FOCUS:**

1. ***BSAR – Building Synergistic Authentic Relationships***
2. ***DCE – Deliver Construction Excellence***

- ii) Maintain Company, team, individual priorities to ensure overall Company profitability, full support to Company goals & success, full support to co-workers success, maintain the best interests of the Company as 'priority one' in all activities. Act as good ambassador/liaison on the behalf of the Company with owners & vendors to develop quality relationships and interest in FCI.
- iii) Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions. Competitive, strong sense of urgency & problem-solving ability. Timely delivery / hitting deadlines / nailing it under pressure
- iv) Great communication, coordination and multitasking skills. Strong electronic, written, verbal skills with ability to convey complex information in a way that others can readily follow.
- v) CONFIDENTIALITY. Client, co-worker, and vendor "transfer of trust" abilities
- vi) Tech savvy, solid knowledge of software and programs inherent to the Company.
- vii) Excellent negotiating and persuasive skills, both in one-on one and group situations.
- viii) Ability to meet the physical and mental demands to perform the duties required for this position.
- ix) Lead by example in the following:
  - (1) Passionately dedicated to the success of the Company and its employees
  - (2) Promote conducting ourselves via our CORE VALUES in all we do
  - (3) Instill employees and co-workers as our extended family
  - (4) Instill Customers and Vendors are our partners

#### **Key Responsibilities:**

1. Experienced and versatile in carpentry, metal studs, acoustical ceilings, flooring, and other general trades work with background in commercial and multifamily construction and remodeling to include framing, trim, windows, doors, and siding.
2. In-depth knowledge of construction process from material selection, techniques, tools and equipment to quality assurance, cost control, and safety.
3. Accurately read blueprints, project plans, and specs; determine material needs, estimate costs, and prioritize tasks to minimize production delays.
4. Self-perform rough and finish carpentry, misc. finish work (tile, painting, etc.) and cleanup as may be needed/assigned.
5. Order materials and schedule inspections as necessary throughout the process.
6. Possess full range of quality tools, reliable late-model truck, and excellent driving and attendance record.
7. Proven expertise in running small crews and coordinating trades for project / team.
8. Some project assignments, will require abilities to coordinate, supervise, and occasionally self-perform construction trade activities.

9. From time to time, project assignments may include a variety of travel and out of town work assignments.
10. Maintain positive relationships and excel at communicating with clients, subcontractors, suppliers and coworkers to deliver results required.
11. As required, direct all field personnel, subcontractors and vendors and verify in the field their work scopes in order to achieve completion of the project.
12. Maintain construction schedule, identify and solve problems. Assist & advise our project team in keeping schedules proactively updated.
13. Prepare, schedule and supervise completion of a preliminary and final punch lists.
14. Promotes and monitors job site safety, encourages safe work practices and rectifies job site hazards immediately, and ensures all company employees and contractors are adhering to the company safety policy.
15. Maintain a clean and organized job site, including the construction office.
16. If required, conduct weekly coordination & safety meetings with subcontractors and issue typewritten minutes as a result thereof.
17. Verify that each Subcontractor has completed his contractual requirements as condition precedent to beginning work at the jobsite.
18. Cost & Quality Controls - Inspect all trade work; VIF all sub AWA request in writing; obtain Owner AWAs with signatures
19. Prepare all daily and weekly reporting including daily reports, safety reports, 2-week look ahead schedules, etc.
20. As a high level position, the aforementioned duties are not intended to be an all-inclusive list, however represent the requisite leadership, drive, experience and skills required via any working hours as are necessary to meet Company objectives and goals for this position.
21. Long Term Career Goals: Strive to establish career goals that lead to long-term tenured position advancements as Job Coordinator; then Superintendent (TBD).

**First Year Outcomes together:**

If selected, we are hopeful that our initial expected outcome in our first year together will be:

1. Five (5) "JOB HERO" Zero Punchlist deliveries on projects assigned to in the first year
2. Make sure our General Superintendent doesn't touch the tools!
3. 4 VIP core client recommendations

**Fiorilli Construction offers cutting edge competitive compensation as well as a progressive benefits package.**