



The following is an inclusion into the Hagar Enterprises, Inc. employee handbook. This has been introduced to better the understanding and expectations of each role and responsibility. This insert does not take precedence over any contractual or proposal for a specific employee in the hiring process. The term Foreman is used as a description and is not intended to exclude women or minorities from holding this role.

Title: Foreman

Term Status: The position of Foreman can be part time or full time. This job is intended too be long term.

Description:

The duties of a foreman are a supervisory role for the daily operations of each work crew and the other employees that work in that crew. Although assignments may be made for an employee to remain on a particular crew, for example sealcoating/stripping crew, adjustments will be made regularly for logistical reasons such as weather or excessive work load on that crew. Operations of that crew are the responsibility of the foreman. When issues arise or final decisions are to be made, it is the responsibility of the foreman to make such decision.

Foreman duties are segregated into to groups. Primary focus group is self explanatory as first priority. It is understood that this person is overseeing operations, employees and equipment in a particular field, a job site or in a given time frame. By ensuring that these goals are met it would be logical to assume that the secondary goals would be completed by that span of control under him or her. How ever it will be necessary for the foreman to assist or complete these tasks as manpower or time demands.

Duties will include but not be limited to the following.

Primary Focus

- Supervision of all operations for crew assigned to foreman.
- Directly responsible for reporting to supervisor above him or her. Specified as an owner dictated by particular job or responsibility.
- Ensuring that all equipment, tools and trucks have been checked by laborers and cleared for operation that shift.
- Reporting all safety concerns to safety officer. Addressing all safety concerns.
- Halting any operations that can not be made safe to a level concurrent with training, laws or safety officer requirements.

- Making contact with customers / clients.
- Scheduling of jobs, employee shifts.
- Ensuring all materials and resources are available prior to arriving at a job.

Secondary Focus

- Checking of trucks at the start of a shift. This would include checking of fluids, mechanics of truck (lights etc.) and tools or equipment assigned to that truck.
- Cleaning of equipment and trucks.
- General maintenance of company owned buildings and equipment.
- Assisting mechanic with more in-depth repairs.
- Labor skills on a job site involving shoveling, raking, wheel barreling.
- Installing asphalt, gravel or other materials.
- Operating basic equipment such as plate compactors, saws and shop equipment for general maintenance or repair.
- Lifting of objects over head in excess of fifty pounds.
- Carrying, moving, stacking or otherwise transporting heavy objects such as buckets of paint, boxes of delivered goods.
- Mixing coatings, paint.
- Operation of striping equipment, sealcoating unit.
- Exposure to petroleum products, cleaning solvents and hot asphalt.
- Any of the duties above may be performed at night on a regular or irregular basis.

Pay Scale:

Pay will be based on an individual basis and adjusted based upon performance evaluations, ambition and adaptability. Thirty day, Sixty day and one year evaluations will be conducted on all new employees of this position or sooner if requested by the employee or supervisor.

Benefits:

Benefits will include the following

- Vacation (As outlined 302 of employee handbook)
- Holiday Pay (As outlined 303 of employee handbook)
- Sick Leave (As outlined 305 of employee handbook)
- Retirement Plan
- Company Clothing
- Use of company Assets

Hours:

At least forty hours a week for paving season. Typically late April to December Eligible to work overtime as needed.

Requirements:

A valid Maine Class C License

Ability to pass a drug screening test.

Ability to lift excess of fifty pounds over head.