



**Job Title:** Grading Foreman

**Summary:** Directs activities of workers engaged in the operation of mass excavation equipment for the construction of highways, mining reclamation, site development and other company projects.

**Essential Duties and Responsibilities include the following:** Other duties may be assigned.

Studies project specifications with project superintendent to plan sequencing and schedule for grading and excavation of earth.

Assembles members of crew (scraper, dozer, blade operators) on a daily basis throughout project and adjusts work schedules as needed.

Sets grade and slope stakes, communicates cut and fill depths to crew members

Confers with superintendent to resolve complaints and grievances within work force, subcontractors and owners.

Confers with supervisory and engineering personnel and inspectors to resolve construction problems and improve construction methods.

Continually inspects work site surveying for potential hazards or safety concerns.

Responsible for crew safety, enforces company policy and complies with federal, state and company environmental polices.

Reviews and approves employee time cards

Observes assigned equipment to detect machinery malfunctions. Expediently reports machine malfunctions and defects to superintendent

Coordinates and supervises daily activities of 2-12 people.

Travel to and from job sites in company trade area (MT, WY, SD)