



Since 1909

PO Box 9560, 6525 Ardmore Ave
Fort Wayne, Indiana 46899
Phone: (260) 478-1990
Fax: (260) 747-7086

www.brooks1st.com

Date Posted: Wednesday, January 9, 2019
Job Title: **Asphalt Paving Foreman**
Reports to: Asphalt Superintendent / Assistant Asphalt Superintendent

Who We Are:

For over 110 years and across three generations of family ownership, Brooks Construction Company, Inc. has stood for **quality, integrity, and value** in the civil construction industry. Based in Fort Wayne, Indiana, with over 220 employees, Brooks Construction provides asphalt, concrete, earthwork, and pipe operations across northern Indiana and northwestern Ohio using best practices and innovative techniques to give our customers a quality product.

Job Summary:

Individual is responsible for equipment, material and crew that is assigned to the job site. This involves safety, operations, labor and employee relations. Watches for irregularities in material being used and corrects any imperfections. Working with the customer, general contractor and sub-contractor as needed to make sure the job is done correctly. A foreman reports to the superintendent, assistant superintendent, and/or project manager that is assigned to that job. A foreman position provides a hands-on learning experience directly related to responsibilities that transfer to skills needed in a management position. The opportunity is available to develop, participate and learn key roles and functions within construction projects, quality control and construction operations.

Essential Job Functions (*=Non-essential tasks):

- Overseeing and leading all aspects of asphalt lay-down operations and other miscellaneous operations for assigned crew
- Ensuring paving equipment is properly operated, maintained and serviced as needed
- Ensuring that finished product meets quality standards and customers' expectations
- Leading a crew of 5 to 8 individuals, which includes scheduling, training, coaching and motivating
- Managing and coordinating job site activities with other crews and companies
- Basic layout and surveying of job site
- Maintaining various records including dailies, material tickets, equipment maintenance requests, equipment orders and releases, quality control plans and logbooks, etc.
- Calculating asphalt quantities
- Communicating and/or resolving a variety of work-related problems such as grades, sub-grade, asphalt density, crew personnel discipline, etc.
- Assisting crew with all phases of work, including personally performing various crew duties
- Daily communication with plant operators, quality control technicians, truck dispatcher, field superintendents, INDOT personnel and /or other customers or sub-contractors
- Developing and training crew to allow them to perform a variety of asphalt operations including the use of equipment
- Operating various pieces of construction equipment and filling in on equipment, as needed
- Ensure, maintain and compliance with job site safety
- Making decisions and resolving job site problems quickly and accurately
- Maintaining accurate and timely, project and safety records/report
- Completing dailies to accurate code cost for the job (Equipment, Labor and Materials used)
- Using tools to place, move, and manipulate product

Brooks Construction Company, Inc. is an Equal Opportunity Employer



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- Loading and unloading equipment on jobsites
- * Assist others as needed
- * Other duties as assigned

Requirements:

Experience:

- Previous hands-on construction experience is preferred, with some knowledge of Heavy Highway work
- Minimum of 5 years' experience in asphalt paving work
- Willing/able to join the appropriate local union

Education:

- High School Diploma or GED required

Skills and Abilities:

- Demonstrated operating knowledge for a variety of construction equipment
- Must have skills and abilities to perform general construction math and mechanical skills
- Knowledge of road construction techniques with the ability to understand state and county specifications
- Demonstrated ability to read and understand blueprints
- Demonstrated strong decision-making and problem-solving skills
- Ability to lift, shovel and carry material weighing up to 50 pounds on a regular basis throughout the day
- Strong Communication and interpersonal skills for working with crew members, INDOT and owner personnel
- Must have and maintain a valid driver's license
- Must have the ability and willingness to travel to and from job sites
- Demonstrated ability to work with technical equipment and/or devices
- Demonstrated ability to work with minimal supervision and work independently
- Flexibility in managing multiple priorities within tight time constraints
- Develop and maintain peer and customer partnerships
- Fair, honest and straightforward in dealing with others
- Demonstrate high ethical standards.
- High degree of accuracy, thoroughness and attention to details
- Ability to work for long periods at an energetic pace with frequent interruptions
- Must be willing to abide by our Drug & Alcohol Free Workplace policies
- Must be able to work outdoors in all seasons and all weather conditions (including rain, snow, extreme heat or cold, water, mud, dust, etc.)
- Must be willing to work evenings, weekends, and long hours/extensive overtime (sunrise to sunset) when necessary (often with little or no notice)
- Must have exceptional attendance, punctuality, dependability, reliability, and work ethic (including performance record with current/prior employers)
- Must have a "Safety Before Anything" attitude
- Must be able to wear and ensures others wear their personal protective equipment (PPE) for safety as required
- Must be able to thrive in a fast-paced environment
- Must be a Self-Starter/Self-Motivator
- Must be a Team Player

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Working Environment:

- Individual will be working in a field environment
- Individual will be working with internal customers (Project Managers and Superintendents)

Supervisory Responsibilities:

- Lead a crew of 5 to 8 employees

(These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job. Additional responsibilities may be assigned, as required.)

How to Apply:

- **Online:** Visit www.brooks1st.com/jobs to access our Employment Application with instructions on how to submit your Employment Application via email to jobs@brooks1st.com. Please include a resume if you have one.
- **In-Person:** Stop into the Brooks Construction office at 6525 Ardmore Ave Fort Wayne, IN 46809 between the hours of 8:00AM - 5:00PM Monday - Friday to complete a paper employment application in our lobby. Please include a resume if you have one.