



GRADING FOREMAN

POSITION SUMMARY: Responsible for assisting the Superintendent in coordinating activities of workers engaged in construction processes, utilizing knowledge of equipment, procedures, and specifications.

ESSENTIAL JOB FUNCTIONS:

- Confers with supervisor and reviews schedules, specifications, and priorities to establish daily goals.
- Communicates daily goals to crews and is responsible for ensuring goals are met.
- Responsible for managing crew personnel.
- Requisitions, obtains, and distributes supplies and materials.
- Assigns duties to workers and oversees crew activities.
- Revises work assignments as required by priorities and work availability.
- Explains and demonstrates procedures and techniques to crew, as well as interprets specifications and work orders.
- Assists crews in resolving problems and advises supervisor of complex problems.
- Reads, prepares, collects, and maintains reports, such as employee time and attendance records.
- May substitute for workers during worker absence or to relieve bottlenecks in work congested areas.

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life & AD&D
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Pre-paid Legal
- Flexible Spending Accounts
- Employee Assistance Program

- Discounts for Six Flags Great Adventure
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.