FOREMAN

**Roles and Responsibilities:**

1. Safety – Ensure all QPS/Client safety procedures are being followed by field personnel.
2. Layout workers giving field crew daily work instructions
3. Order materials needed to complete scope
4. Review initial Long Lead buyout
5. Call for Inspections and walk inspector
6. Produce routing drawings
7. Complete initial take-off for material and review with Project Lead
8. Submit Utility requests to PE (Copy GF if there is one on site)
9. Fill out shutdown requests and send to PE (Copy GF if there is one on site)
10. Keep redlines current and submit to GF or project lead depending on project.
11. Subcontractors – timeline request, walk scope, ensure safety
12. Tailboard talks and submit TBT paper work to EHS
13. Stretch and Flex
14. Lift request/call off
15. Complete and submit daily time cards
16. Do weekly toolbox talk with crew and submit paper work to EHS.
17. Provide daily progress updates to GF or project lead.
18. Notify GF/project lead of any RFI issues.
19. Sign all crew PTP’s and walk crew work areas to verify PTP information is correct.
20. Fill out 3 week look ahead and submit to GF or project lead.
21. Fill out tool requests and ensure everyone has what they need before calling for manpower.
22. Order PPE needed off approved sheet before calling manpower out.