



Staying at home.

Landscapes | High-Performance Homes | Renovations

Foreman - Position Agreement

Results Statement

Success in the role of Foreman is defined by executing Frontiers Design Build projects to the highest level of craftsmanship achievable as part of the Frontiers team. The Foreman is focused on honing their skills and is open to exploring/learning new methods to pursue best practices.

Role Description

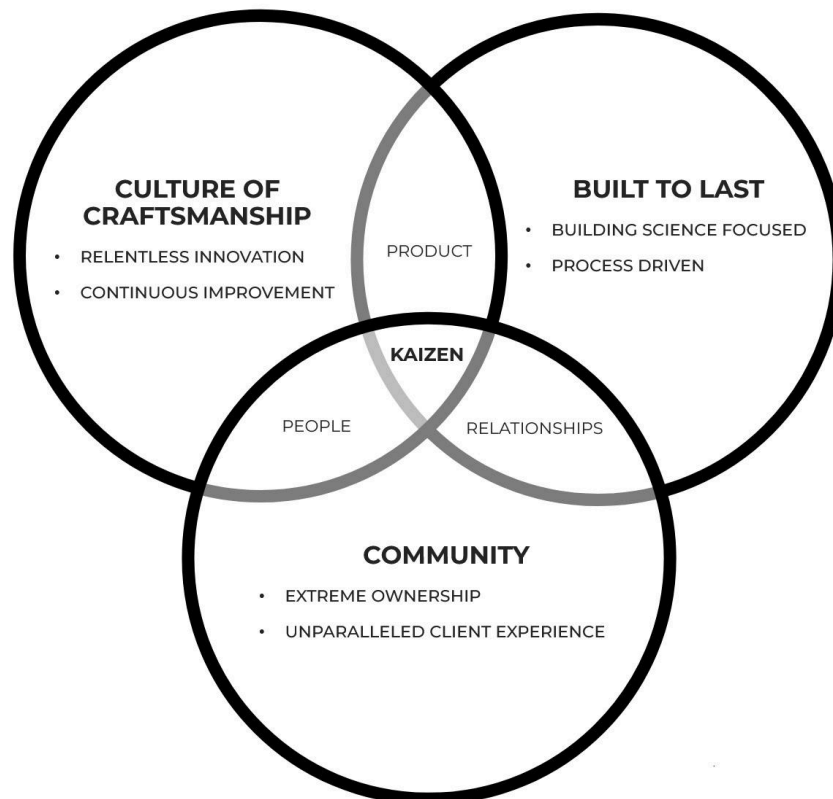
The Foreman works hands-on and in combination with the Project Manager and Lead Hand to execute the Scope of Work (SOW) as detailed in the project documents. As a leader on the site, the Foreman will mentor and instruct other Frontiers team members and trade partners on active construction activities. Embedding a culture of craftsmanship, safety, preparedness, and mentorship is critical to the success of the brand.

STANDARDS

Reporting Standards

- The Foreman reports to the Project Manager
- The Foreman directly supervises the Lead Hand

Company Values



Position-Specific Standards

- Act with patience, empathy, respect, and positive intention toward all team members.
- Focus on outcomes and provide teams with clear direction and goals.
- Provide honest and constructive feedback to better the performance and career development of Frontiers Design Build Inc. internal team members as well as Frontiers Design Build Inc.'s external trade partner network.
- Be an ambassador of the Frontiers Design Build Inc. brand.

Company-Specific Standards

- To exemplify the “White Glove” approach to client care.
- To mentor your teammates.
- To question and push the envelope in the pursuit of excellence.
- To bring a “systems thinking mentality” to operational efficiency.
- To “finish the job” to ensure the next teammate is set up for success.

OUTCOMES & RESPONSIBILITIES

Specific Outcomes of the Role

- **Client Experience:** To provide an exceptional “white glove” client experience through professional communications in any interactions and ensuring proper care of the client's home.
- **Craftsmanship:** Executing the project details to meet the highest level of quality.
- **Safety:** Foster a culture of safety on Frontiers job sites, ensuring everyone stays safe and injury-free.
- **Mentorship:** Skills development of other Frontiers team members.
- **Relationships:** Work effectively with our Trade Partners.
- **Systemization:** Working with the on-site team to collaborate on Best Practice Methods and Standard Operating Procedures to improve efficiency and skills development of themselves and Frontiers Team Members.

Specific Job Functions

On-site

- **Pre-Planning:** Accountable for new project site set-up as well as becoming familiar with the SOW and budgeted hours in conjunction with the Project Manager. Review 'Site Mobilization Checklist - Process Sheet - Step 5 'CONSTRUCTION'
- **Collaboration:** Working with the PM on workflow scheduling, team member needs, and trade partner schedules.
- **Productivity:** Focus on preparedness and efficiency to maximize daily production while maintaining the highest level of quality.
- **Team Leader:** Leadership on the job site with internal team members, trade partners, and consultants on details, layouts, execution of their work, and coordination, respectively.
- **Safety:** Ensure the safe set-up of Frontiers project sites and that this level of safety is maintained daily with internal staff, trade partners and all site visitors. This includes:
 - ◆ Safety signage with 'Safe Work Plan' QR code
 - ◆ Ensuring all site visitors and trade partners scan the QR code and fill out the 'Safe Work Plan'
 - ◆ Ensure the first aid kit, fire extinguisher, and map to the hospital are accessible and in working order
- **Van and Sea Can Organization:** Maintain a clean and organized work van and sea container to efficiently store tools and materials.
- **Procurement:** Communicating material, tools and equipment procurement requirements to the Project Manager and Lead Hand to ensure efficient workflow.
- **Site Cleanliness & Organization:** Ensure the job site is set up effectively and maintained from day one, tools and materials are organized and protected, and the work area is cleaned daily for the safety of the project team and a positive impression to our clients and all site visitors.
- **Protection from Damage:** To ensure and maintain that finished elements of the project are protected, maintained, and not damaged through the close-out process.
- **Project Close-out:** Collaborating with the Foreman to effectively and efficiently close out projects and ensure that leftover materials are:
 1. Returned by PM whenever possible
 2. Tracked in GSR-Inventory if not returnable
 3. Storage quantities left on site for future repair or maintenance (paint, grout, tile, hardwood, etc.)

Administrative

- Have a deep understanding of the project SOW and details and communicate deviances from the SOW to the Project Manager.
- Collaborating with the Project Manager to identify items to be updated on the Frontiers production checklists and Best Practice documents.
- Communication and coordination on schedule with the Project Manager and, material, tools and equipment needs via the project Production Sheet with the Lead Hand.
- Timesheets: track and clarify time spent on regular scope vs. changes in scope as well as weekly check-in with the PM and Financial Controller for cost coding and completeness.
- Provide feedback if requested in the job debrief focusing on "lessons learned".
- When the Project Manager is absent, the Foreman will assist with the documentation of the following:
 - ◆ Daily logs
 - ◆ Photo documentation during construction
 - ◆ Collect and code material receipts and packing slips
 - ◆ Aid in compiling specifications and documentation for the House Manual (Resource Pouch), including but not limited to appliance manuals, product warranties, user guides, etc.



Staying at home

Landscapes | High-Performance Homes | Renovations

FOREMAN POSITION AGREEMENT

By their signatures below, the parties hereby understand and agree to all terms and conditions of this Agreement.

Team Member

Name: _____

Signature: _____

Date: _____

The Company

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____