



JOB TITLE: Construction Foreman/Superintendent
FLSA: NON-EXEMPT
DATE: January 2025
DIVISION: Refined Fuels
REPORTS TO: Refined Fuels PM
RANGE: \$30-\$40 hour DOE

POSITIONS SUMMARY

Hands-on construction work. Frequent travel required. Additionally, manage field crew(s) to ensure fueling systems are repaired and or upgraded efficiently, profitably and to the client's expectations. Hands-on work required as needed. Exercises frequent independent judgment within agreed upon limits. Compiles information and submits reports, inputs data and reviews, and approves timesheets. Assists with field training and safety meetings.

PRINCIPAL ACCOUNTABILITIES

- Fueling System (UST/AST) Installation and Retrofitting. Install equipment, which may include but not be limited to, tanks, piping, dispensers, spill buckets and overfill drop tubes. Get in and out of trenches. Shovel, dig and other hands-on construction work
- Operate equipment in tight locations
- Knowledgeable in Fueling System Components (tanks, piping, leak detection, etc.)
- Manage field crews and subcontractors to ensure quality control
- Assist with crew members' field training
- Communicate with Refined Fuels PM to maintain work schedule and project budget
- Completes daily reports including, but not limited to, field logs, tailgate safety meetings, health and safety plans, DOT logs and mileage reports
- Record data into computer database, transmit reports & maintain records
- Review and approve timesheets for accuracy, with follow up if needed
- Communicate with clients, subcontractors and material suppliers
- Maintain equipment; back hoes, saws, Bobcat and attachments
- Follow strict safety and technical protocols
- Ability to take a job from start to completion with little or no supervision
- Understanding of applicable state storage tank regulations
- Other duties as assigned

JOB QUALIFICATIONS

Obtain and maintain any required certifications to perform scope of work. Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

JOB TITLE: Construction Foreman/Superintendent
Page 2 of 2



EDUCATION: High School diploma or equivalent. Course work or certification in construction management a plus. OSHA certification preferred.

EXPERIENCE: Prefer five (5) or more years of UST/AST installation experience in a related position based on education and skill sets. Three years managing crews. OSHA 40 hour Hazwoper Training and Confined Space training a plus (preferred). Minimum three (3) years of heavy machinery experience.

SKILLS: Must be very organized and willing to work independently. Basic computer programming skills necessary. Must be able to initiate responsible action. Be professional and have good people skills. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important. Willingness to participate in on-going continuing education through on-site workshops and seminars a must. Ability to demonstrate teamwork to carry out CGRS policies and goals is required.

SUPERVISORY RESPONSIBILITIES

Supervise a crew of 2-10 members.

EQUIPMENT USED

Ability to operate computers, demonstrating experience in MS Windows, MS Outlook, Word and Excel. Database experience a must. Backhoe, mini excavator, Skid steer and power tool experience required.

TYPICAL PHYSICAL DEMANDS

Must have a valid driver's license, maintain an insurable status and a good driving record. Position requires regular vision and normal range of hearing. Employee must be able to lift 80 lbs. Able to climb, bend, stoop, kneel and stand for various periods. Must have manual dexterity sufficient to operate a computer keyboard. Position involves driving, standing, bending and heavy lifting a high percentage of the time.

WORKING CONDITIONS

Work outside in a variety of conditions. Requires good MVR, background check, physical and drug test. Work independently and travel extensively: could be out of town 1-5 days a week on local work. On occasion some jobs could take the employee out of town for a week to 10+ days. Overtime may be required. Must be willing to carry out company goals and policies. May be asked to work flexible hours (nights, weekends) on occasion.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.