



2081 Van Horn Road*Fairbanks, AK*99701*907.455.7712

Job Title:	Laborer Foreman	Classification:	Supervisor
Location:	Fairbanks	Travel Required:	Yes
Level/Salary Range:	DOE	Position Type:	FULL-TIME
Job Status	Non Exempt	Supervisor:	Project Manager
Will Train Applicant(s):	YES	Supervisor Responsibilities	Yes

Applications Accepted By:	
Fax: (907) 455-7713 Attention: HR Department	Mail: Alaska Dreams, Inc 2081 Van Horn Road # 2 Fairbanks, Alaska 99701

Job Description

Job Purpose: Supervise a crew of laborers in the construction and erection of industrial buildings. May also engage in the same construction and erection of industrial buildings as laborers being supervised. Strong emphasis on dependability, honesty, efficiency, demonstrating team leadership and a positive attitude.

Duties:

- + Supervise a crew of up to 10 laborers.
- + Identify & recommend potential new sources or alternative materials, prices and products
- + Organize daily safety meetings.
- + Reads and follows plans, material lists, and guidelines and applies necessary timelines.
- + Organize, lead and train laborers to complete projects within established budgeted guidelines and time frames.
- + Fulfills all regular and advanced installation and construction duties, including project layout and completes all required paperwork on time.
- + Enforces all company policies, procedures, and safety requirements including employee discipline and documentation and assists in preparing employee evaluations in a timely manner.
- + Reviews and approves laborers time.
- + Ensures subcontractors comply with requirements in Health Safety & Environment Plan.
- + Coordinates with AKD subcontractors and other contractors on site.
- + Advise Project Manager & Safety Supervisor on matters relating to health and safety on projects.
- + Other duties as assigned.

Skills/Qualifications:

- + Minimum of 12 months prior experience.
- + Must have experience with Excel, Word and Outlook programs.
- + Must have good communication, negotiation, and mathematical skills and the ability to perform financial analysis.
- + Ability to follow directions provided by management



ALASKA DREAMS INC.
INDUSTRIAL BUILDING SOLUTIONS

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JOB REQUIREMENTS:

- Must possess a valid driver's license and provide a copy of driving record.
- To avoid injury, will be required to wear safety clothing, such as gloves, steel toe boots, hard hat and devices to protect eyes and hearing.
- May be exposed to harsh weather while erecting structures.
- Foreman generally works 8 to 12 hour shifts, although longer shifts and some holidays may be required.
- Manual dexterity, eye and hand coordination, good physical fitness, a good sense of balance, able to lift at least 70 lbs and the ability to work as a leader and positive member of team.
- Pre-employment drug and alcohol testing is mandatory.

Reviewed By:	Anna Huser	Date:	1-15-10
Approved By:	Anna Huser	Date:	6-22-10
Last Updated By:	Anna Huser	Date/Time:	6-22-10