**BMS CO.**  
**Weld Foreman Job Responsibilities Agreement**

This document outlines the responsibilities and expectations for the position of Weld Foreman at **BMS CO.** As a Weld Foreman, you are entrusted with significant leadership duties, technical expertise, and accountability for the quality and timeliness of welding projects. By signing this agreement, you acknowledge and agree to the responsibilities and expectations outlined below.

**Position Title: Weld Foreman**

**Department: Welding**

**Reports to: Brennen Smith / Owner**

**Effective Date: 12/19/2024**

**1. General Responsibilities**

* Supervise and coordinate daily activities of workers on-site to ensure smooth operations.
* Oversee the progress of construction or manufacturing projects, ensuring adherence to timelines, quality standards, and safety regulations.
* Delegate tasks to workers, ensuring appropriate skills and resources are assigned to each task.
* Monitor and evaluate the performance of workers, providing feedback and guidance to improve work quality and efficiency.
* Act as the primary point of contact for workers, management, and clients for project-related issues.

**2. Safety Management**

* Ensure compliance with BMS Co. safety policies, OSHA regulations, and other applicable safety standards.
* Conduct regular safety meetings and training sessions to promote a culture of safety among workers.
* Identify and address safety hazards and potential risks in the workplace, taking immediate action when necessary.
* Ensure workers are equipped with the proper Personal Protective Equipment (PPE) and that all safety protocols are followed.
* Investigate and report any accidents, injuries, or safety violations promptly, maintaining accurate records.

**3. Scheduling and Resource Management**

* Develop and manage project schedules, ensuring timely completion of tasks and minimizing delays.
* Coordinate and ensure the availability of resources, materials, and tools required for the project.
* Ensure proper allocation of manpower, ensuring the right number of workers with the right skills are assigned to each task.
* Communicate with the project manager or supervisor to ensure that project deadlines are met and that any delays are addressed promptly.
* Monitor project costs and ensure that work is being completed within budget.

**4. Quality Control**

* Ensure that all work is completed according to project specifications, industry standards, and BMS Co. quality expectations.
* Conduct inspections of work as it progresses, identifying and resolving any issues or defects before they escalate.
* Provide guidance and feedback to workers to ensure that quality standards are met and that corrective actions are taken when necessary.
* Document any quality control issues and work with the team to implement solutions.

**5. Documentation and Reporting**

* Maintain accurate and up-to-date records of project progress, safety inspections, and worker performance.
* Submit daily, weekly, and monthly reports to management detailing project status, safety incidents, and workforce performance.
* Track inventory of materials and equipment, reporting shortages or necessary repairs.
* Ensure all relevant documentation, including permits and licenses, is obtained and kept current.

**6. Communication and Collaboration**

* Foster open communication among all team members, including workers, project managers, and clients.
* Coordinate with other departments (e.g., procurement, logistics) to ensure smooth project operations.
* Resolve any conflicts or disputes on-site, maintaining a positive and productive work environment.
* Serve as a liaison between workers and upper management, ensuring that concerns and feedback are communicated appropriately.

**7. Training and Development**

* Provide ongoing training and mentoring to workers, enhancing their skills and ensuring that they are up to date with industry best practices.
* Evaluate the training needs of workers and work with management to implement appropriate training programs.
* Encourage professional development and career growth for team members.

**8. Additional Responsibilities**

* Assist with recruiting and onboarding new employees as needed.
* Perform other duties and tasks as directed by upper management or the project manager.
* Ensure that the worksite is clean, organized, and compliant with all applicable regulations.

**9. Acknowledgment**

By signing this agreement, the Foreman acknowledges their understanding of the responsibilities outlined above and agrees to perform these duties to the best of their ability, in line with the standards, goals, and safety procedures of **BMS Co.**.

**Employee Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Name (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please note: This document is a general outline of the expectations for the Weld Foreman position and is not a contract. All responsibilities are subject to change based on company needs and project requirements.***