Foreman Selection Process 2022
Critical Job Duties and Functions List

A qualified candidate for the Foreman position should be able to perform all the duties listed below (with, or without, reasonable accommodation of disability).

Problem Solving Duties

- Determine the pick-up points of cargo.
- Calculate the weights of cargo or material (e.g., break bulk materials, containers, grain) to determine the necessary equipment for lifting/mounting.
- Calculate weight distribution, center of gravity, and distance from balance on crane for the safe movement of cargo or material.
- Determine lift heights required to clear obstacles during movement of cargo.

Communicating Effectively with Workers, Management, and Others Duties

- Communicate with crane operator using radio, hand signals, or other means to facilitate the safe loading and unloading of cargo.
- Communicate with chief officer of ship to coordinate cargo loading and unloading (e.g., special instructions, guidance).
- Communicate with others as needed (e.g., Foreman, Superintendent, workers) to pass along information and/or to coordinate work.
- Communicate and coordinate with others (e.g., Foreman, Superintendent, workers) on special issues (e.g., hazardous materials, safety, emergencies, equipment breakdowns).
- Communicate with others (e.g., clerks, lift operators, Hatch Boss/Ship Boss) regarding the handling, loading, and storage of cargo (e.g., size lift loads, storage location, irregular cargo type/size).
- Test communication equipment to ensure that it is working correctly.

Organization, Assignment, Coordination, and Supervision Duties

- Assign workers to locations/jobs and or groups/teams based upon project requirements and work period.
- Observe workers for suitability for work (e.g., alcohol/chemical influence, physical ailments, attitude).
- Schedule workers' breaks to comply with rules and regulations and to ensure that work proceeds in a timely fashion.
- Discharge workers when appropriate (e.g., intoxication, insubordination, failing to work as directed).
- Discipline workers when necessary (e.g., verbally warn).

- Monitor workers to ensure a prompt start-up of work at beginning of shift and after breaks and to maintain a sufficient pace of work throughout the shift.
- Determine the need for labor and communicate with relevant parties (e.g., Hall, Superintendent) to ensure adequate staffing and replacements for call backs.
- Observe placement and location of workers and others (such as vendors) to maintain safety (e.g., where they stand in relation to equipment and work performed).
- Make alterations to work assignments and cargo flow to maintain work pace and worker safety.
- Prioritize work sequence in order of importance, need, or procedure to ensure the safe and efficient flow of work.
- Coordinate work assignments in conjunction with crane activity; change work activity to address crane activity.

Safety and Safety-Related Duties

- Conduct safety talk, including topics such as safe work behaviors, safe practices, advisements on the use of safety equipment, and address any safety related issues with the workers as needed.
- Conduct safety checks of the workplace and workers' safety equipment as necessary (e.g., beginning of shift, after breaks).
- Visually re-check all locks/hatch covers to ensure properly unlocked/locked.
- Navigate safely onboard ship while avoiding hazards (e.g., holes in deck, loose materials, uneven footing).
- Report to Superintendent any safety issues (e.g., leaks, spills, hazardous materials) and instruct workers about any potential issues to keep them safe.
- Continually monitor workers to ensure all safety procedures, regulations, and requirements are adhered to.

Administrative Duties

- Review daily paperwork to determine the required number and distribution of workers.
- Contact office/Superintendent to notify them of any discrepancies/problems found in the paperwork and to seek a resolution.
- Completes employment related forms for workers (e.g., payroll forms, dispatch slips).
- Review daily documentation to determine the cargo (e.g., break bulk, containers, grain) to be loaded/unloaded and any special considerations (e.g. hazards, protocols, special equipment needed).

Loading, Unloading, Lashing, and Movement of Cargo Duties

- Oversee the rigging/lashing of cargo (e.g., cones, cables, wires, dunnage, straps) during loading and unloading activities.
- Monitor traffic in work areas to ensure safe and efficient movement of traffic.
- Assess cargo that is over regular length, height, and width; make decisions about moving or accepting such cargo; and supervise moving of such cargo when it occurs.
- Identify previous damage to cargo and notify Superintendent.
- Oversee the securing of cargo or other materials to protect material from damage (e.g., from inclement weather).
- Inspect work area at beginning and end of shift – have workers move materials/equipment if necessary.
- Physically takes a position close to or on top of the cargo (e.g., containers, logs, pipes, wood chips, steel) to oversee loading and/or loading operations.
- Oversee the movement and placement of cargo in specialized situations (e.g., irregular or oversized cargo, sensitive materials).
- Supervise the securing of lashing equipment; proper stowage of turnbuckles and bars to ensure safety (tie-down).
- Oversee the sorting and storage of cargo/materials.
- Supervise the operation of cranes used to load and unload cargo.
- Oversee and coordinate the loading and unloading, and movement within the yard, of cargo to and from ships, rail cars, trucks, and/or storage locations (e.g., containers, break-bulk, large bulk, vehicle loading/unloading, cruise ships).
    - Types of cargo may include, but is not limited to: break-bulk such as coils, pipe, steel; bulk such as grain, ash, minerals, wood chips; large bulk such as windmills, yachts; vehicles such as trailers, automobiles, wheeled/tracked equipment for “Roll On / Roll Off” operations; and/or logs.
    - Cruise ship loading and unloading may include passengers and cargo.
    - This may also include loading and unloading of vehicles, trailers, equipment and other cargo for TOTE operations.

Training

- Instructs, trains, and motivates workers to follow proper work techniques and procedures (e.g., lashing techniques, how to hook up cargo, using equipment, hand signals).
- Ensure workers have adequate training and/or certifications (e.g., power industrial truck, P.I.T.) for the work they will be performing.

Use of Tools and Equipment Duties

- Assign tools and equipment (e.g., vehicles, power tools, hand tools, safety gear, radios) to workers and document as required.
- Supervise the safe securing of tools/equipment (e.g., crane, lifts, lashing) upon completion of shift.
- Red-tag unsafe tools/equipment to ensure it is taken out of service.
- Report faulty/broken equipment issues to mechanics and/or superintendent.
- Coordinate proper setups of tools/equipment throughout ship/day depending on work requirements.
- Supervise the workers' use of tools (e.g., hand, power tools) and equipment to ensure safe and proper use.
- Determine proper tools/equipment needed to move and transport cargo based on the type of ship/cargo.