



# Grading Foreman

Loretto, Minnesota | Doboszewski & Sons, Inc.

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## Position Overview

The **Grading Foreman** is responsible for overseeing on-site crews and manage day to day field operations for grading and excavation projects. This position plays a key leadership role in ensuring that work is performed safely, efficiently, and in accordance with project specifications and company standards. The Foreman reports directly to the Vice President of Sales and is expected to exercise sound judgment and discretion in all aspects of the role.

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## Key Responsibilities

- Develop and maintain project schedules, allocating time and resources appropriately to ensure deadlines are met.
- Interpret and apply project plans and specifications to determine appropriate construction methods.
- Maintain a clear understanding of project budgets, including original bid assumptions, and manage work accordingly.
- Request and coordinate necessary personnel and equipment in alignment with project scope and schedule.
- Complete accurate daily reports using HCSS, ensuring all labor, materials, and activities are properly recorded under the correct job number.
- Lead by example with professionalism, a strong work ethic, and a commitment to team performance.
- Adhere to and enforce all applicable company, state, and federal safety regulations, including AWAIR, Confined Space, DOT, and other policies.

- Attend all required internal training and pursue recommended external learning opportunities.
  - Maintain consistent communication with the Vice President of Sales to ensure safe and effective job site operations.
  - Work flexible hours, including overtime, when necessary, to meet project demands.
  - Maintain a valid DOT “Qualified Driver Status” and comply with all applicable laws and company policies.
  - Practice punctuality and adhere to scheduled start and stop times.
  - This description is not meant to be an exhaustive list of duties to be performed by this role. Other duties may be requested by any person authorized to assign responsibilities.
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### **Qualifications & Experience**

- Demonstrated ability to effectively manage time, delegate tasks, and lead a team in a dynamic work environment.
- Strong listening and communication skills, with the ability to engage respectfully and constructively with team members and stakeholders.
- Ability to identify, motivate, and develop team members to meet performance expectations.
- Maintain a professional demeanor and represent the company positively.
- Ability to manage conflict, negotiate solutions, and maintain composure under pressure.
- Willingness to travel to various job sites locally and out of town; valid state driver’s license required.
- Capacity to remain calm and effective in high-pressure situations.
- Capable of lifting up to 70 pounds occasionally and assisting laborers when necessary.
- Basic proficiency with Microsoft Word, Excel, and HCSS software for reporting and communication.

- High school diploma or equivalent is required.
  - Note: This is a safety sensitive position.
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### **Working Conditions**

- Work will be conducted in a variety of outdoor conditions, including inclement weather.
  - Manual labor and hand tools will be utilized when necessary.
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### **About Us**

Doboszenski & Sons is a privately owned family business that has been in operation since 1977. We specialize in delivering high-quality results with a strong commitment to safety and hometown integrity. As a small business rooted in our community, we take pride in honest work, fair pricing, and dependable service. From excavation to final grade, our experienced team brings the skill, equipment, and values needed to get the job done right—every time.

### **Equal Employment Opportunity**

Doboszenski & Sons, Inc. is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.