

ARTHUR GERALD STEVENS

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Professional Summary

Hardworking Construction Foreman bringing over 15 years of progressive experience in the field. Quality-focused and diligent with excellent communication, multitasking and time management skills. Looking for a challenging new position with room for advancement. Demonstrated success in leading crews, planning jobs and keeping projects on schedule. Able to step in and work alongside team members to get the job done in an efficient and accurate manner. Well-versed in operating, servicing and maintaining heavy equipment.

Skills

- Reviewing timesheets
- Safety standards
- Quality controls
- Team leadership
- Site monitoring
- Project foreman
- Water and sewer pipe installation
- Construction practices
- Supervisory experience
- Strong team player
- Works well independently
- Project management skills
- Basic computer skills
- Project management

Work History

Construction Foreman, 2003 to 2010

PETER STARKE CIVIL & CONSTRUCTION – Cape Town , SOUTH AFRICA

- Managed homebuilding construction through all phases to ensure the delivery of quality homes that meet both company and customer expectations.
- Coordinated and enforced scope of work for subcontractors and vendors.
- Interacted daily with various company leaders, subcontractors, customers and city inspectors to complete construction projects.
- Ensured timely response in picking and packing of reorders.
- Implemented changes requested by designers, owners or inspectors.
- Prepared and administered preventative maintenance work orders.
- Loaded and unloaded building materials used for construction.
- Accurately estimated time and materials costs for projects.
- Managed team of 25-30 personnel focused on providing expert detailing services to customers.

- Accurately read, understood, and carried out written instructions.
- Monitored inventory and reported items to be restocked for each job.

Construction Site Supervisor, 03/2012 to 02/2013

Jansen Tarmac (Pty) Ltd – Cape Town , WC

- Ensured projects were completed according to approved time, quality and cost estimates.
- Actively communicated with the crew and responded effectively to all questions, which helped to build a positive working environment for all.
- Read plans and blueprints and communicated them to workers.
- Oversaw employee attendance record, handled payroll and ordered new materials for sites.
- Monitored, coached and supervised a team of 20 employees.
- Communicated daily with vendors to keep project fully operational.
- Implemented safety procedures and ensured that workers wore proper safety attire to limit injuries and prevent accidents.
- Attended monthly on-site meetings with subcontractors and clients per month.

Construction Foreman, 03/2013 to Current

Neill Zaaïman Civils CC – Kensington , WC

- Coordinated materials to maintain a steady flow and meet productivity objectives.
- Verified and submitted team timesheets.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Maintained positive relationships with all customers.
- Provided outstanding customer service.
- Completed tear-down of existing structures and prepared for new construction.
- Prepared and cleaned construction sites by removing debris.
- Followed standards and procedures to maintain safe work environment.
- Informed supervisors when machines needed major service.
- Managed team of 30 personnel focused on providing expert detailing services to customers.

Education

High School Diploma: 1993

Swartberg Secondary School - Caledon , WC