



## **Job Description and Compensation Outline for Construction Final Clean Lead**

### **Job Description**

In addition to regular assigned cleaning, the job description for a Construction Final Clean Lead includes:

- A. Customer service
  - a. Working with Customer Superintendent for basic project scheduling & tasks based on our scope of work.
  - b. Quality control
  - c. Attend safety meetings with customers as required
  - d. Liaison between supervisor and customer in making sure that extra work isn't done without being documented or implemented (WHEN THE Superintendent isn't present)
- B. Daily safety meeting with crew and verify employees are clocked in
- C. Daily reports to management and planning next workday
- D. Recommendation of further training for employee advancement
- E. Inventory tracking
- F. Equipment upkeep, such as cleaning filters and towel, making sure equipment is clean and ready for next day's work.

### **Reporting Misconduct**

1. Employees can be fired for the following offenses, report any crew members that violate the following:
  - a. Clocking into timesheets without being onsite
  - b. Lying on timesheets
  - c. Gossip / slander
  - d. Frequent tardiness
  - e. Not showing up without calling
  - f. Improper attire / after 2 warnings (per ACM Handbook, employees must wear attire with the company logo on it)
  - g. Safety violations
  - h. Use of razor blades without permission
  - i. Stealing supplies or equipment
  - j. Not completing assigned tasks

## **Compensation**

When assigned as a supervisory lead on a job with at least one employee, wages listed below are in addition to current non-lead wage:

- Regular Wage / Non-Prevailing Wage - \$1.50 extra per hour
- Prevailing Wage – Classification Rates - \$2 extra per hour
- Union Wage – Classification Rates - \$2.50 extra per hour

## **Multiple Sites – Travel/Compensation Detail**

- If your day starts at a prevailing wage job and you have to go to a non-prevailing wage job, you are paid prevailing wage until you arrive to the non-prevailing wage job. Maximum 30 minutes.
- If you leave the non-prevailing wage job to go to another prevailing wage job, you are paid non prevailing wage rates until you arrive at the prevailing wage job. Maximum 30 minutes.

For Example:

- Non-prevailing – 8 am to 10 am. Drive to Prevailing 10 am to 10:30 am = paid non-prevailing until 11 am.
- Prevailing 12 pm to 2 pm. Drive to Non-Prevailing 2 pm to 2:20 pm = paid Prevailing until 3 pm.

You are still required to take lunch breaks and (2) 15-minute breaks. **Travel time cannot put you into overtime.**

## **Reimbursements**

- Toll – when making special trips
- Supplies – always keep receipts (Weekly supply orders are due each Wednesday for jobsites you are a Lead on)

**\*\*All reimbursements must have mutual support\*\***