

## **CREW LEADER POSITION**

Want to work for a company that's not so big you're lost in the crowd, has benefits, AND room for you to climb the ladder? We are a small family owned and operated business seeking a Crew Leader. Projects will be primarily residential flatwork such as driveways, patios, and walkways, although some foundation and commercial work are also a part of our services. Strong leadership, organization, communication, and customer service skills are a must.

### **JOB DESCRIPTION:**

The Crew Leader will be responsible for assisting the Project Manager in leading a crew to implement quality construction and excellent customer service. The Crew Leader will assist with keeping accurate records (receipts, photo documentation, time keeping, etc.), promoting worksite safety, organizing and maintaining tools, trucks, equipment and materials, and providing excellent customer service.

### **JOB PREREQUISITES**

Qualified applicants must have a minimum of five years of hands-on residential concrete work experience including:

- Plan reading
- Layout
- Form work (flat work, retaining walls, and steps)
- Shooting elevations
- Site preparation including drainage, grading, and base preparation
- Operation of track loader and mini excavator
- Concrete installation (from straight edge to broom finish)

❖ Knowledge of decorative concrete installation is a plus.

Applicants must also meet the following requirements:

- Minimum one year of experience supervising a crew.
- Able to use a phone or tablet to email, upload and sort photos, and complete reports.
- Proficient English speaking and writing skills.
- Driver license with clean driving record.
- Able to legally work in the United States.
- Able to drive a truck with trailer and heavy equipment (no CDL required).

### **PRIMARY JOB DUTIES:**

- Work closely with the Project Manager during the construction process.
- Always represent the company's best interest, maintain the highest level of integrity and professionalism.
- Maintain a clean job site, orderly and stocked equipment trailer and truck.
- Manage and instruct team to produce an excellent and profitable project outcomes in the absence of the Project Manager.
- Assist with teaching and training team members to ensure proper procedures and processes are followed and ensure quality of work is achieved.
- Assist Project Manager with forecasting equipment, labor and material needs to ensure efficient production when needed.
- Assist with directing, overseeing and participating in work performed by the team. This is a very hands-on position and requires this person to perform any task asked of the team. You will be expected to work alongside them.

- Understand and meet production and project schedule deadlines without sacrificing great customer service or excellent quality.
- Assist Project Manager with completing project documentation in an organized and timely manner when requested.
- Ensure that crew members are clocking in and out at appropriate times including:
  - Clock in.
  - Breaks including lunch, stops for coffee, etc.
  - Switching between jobs.
  - Clock out.
- Review project description in Projul (the company's construction management app) and, if necessary, plans and specifications.
- Review any questions, concerns, etc. with Project Manager prior to starting project.
- Read project task description in Projul and get tools and materials from tool and material handler that are needed to complete the project and assist with loading trucks and trailers.
- Call the Client to let them know the crew is on the way and the approximate arrival time.
- When the Project Manager is not available, greet Client and review scope of work for the day with the Client and answer any questions the Client has.
- Confirm layout, elevations, measurements, and locations of all public and private utilities.
- Review project instructions with the crew and delegate responsibility.
- Ensure that all crew members are provided with and using the proper safety equipment. Review job specific safety procedures.
- Take pre-construction photos in Projul including Miss Utility markings, site conditions, and pre-existing damage.
- Physically assist the crew with all phases of construction.
- Operate heavy machinery such as a skid steer and excavator.
- Use hand and power tools.
- Take photos of all phases of construction including any possible issues encountered in Projul.
- Relay any concerns to the Project Manager that the client may have during construction and confirm any changes with the Project Manager prior to executing the work.
- Maintain all project documents including drawings, receipts, etc.
- Turn in receipts to the office at the end of every day. Receipts must be labeled with:
  - The street name or customer's last name if associated with a project
 OR
  - The piece of equipment or vehicle that materials were purchased for.
- Do a complete visual inspection of the jobsite and make sure all finished work is acceptable and jobsite is clean and neat. If necessary, complete any fine tuning of the finished product.
- Let the Client know at the end of each day that the crew is leaving and ask if the Client if they need anything before leaving.
- When the Project Manager is not available, accompany Client on a walkthrough at the end of the project to address any concerns. If concerns can't be addressed in the moment, notify Project Manager and assist in developing a plan to address the issues promptly.
- At the end of each day, take photos in Projul for the Project Manager and call the Project Manager to provide a report of the work completed for the day for review before leaving the jobsite.
- Make sure tools are clean and all items are neatly loaded onto the truck.
- Make sure that tools and equipment are cleaned and put away upon returning to the office and that all trash is removed from the vehicle.

### **OTHER JOB DUTIES:**

- If applicable, snow removal or supervision operations for VDOT during snow events.
- On days when weather is not conducive to construction, complete other maintenance tasks at the construction yard such as organizing tools and materials, maintaining equipment, etc.
- Attend staff meetings.
- Attend safety and educational seminars.

- Provide suggestions and collaborate to improve construction practices, safety procedures, and customer service.
- Assist with employee review process.
- Perform other tasks or projects as assigned / instructed by management.

**BENEFITS SUMMARY:**

- End-of-year bonus
- Paid time off
- Retirement plan
- Health and dental benefits
- Sam's Club membership

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