

Job Description

Position Title:	Crew Leader			
Department:	Maintenance			
Reports To:	Maintenance Supervisor			
FLSA:	Exempt			
General Summary: This position's role is very hands on with the expectation that all job repairs are 100 % quality completed and in a timely manner.				
Essential Job Functions:				
<ol style="list-style-type: none"> 1. Directs and supervises the crew helper 2. Makes sure job report is turned in after each repair 3. Performs repairs according to work order and verbal directions 4. Makes sure before, during and after pictures are taken 5. Makes sure environment is safe and that safety requirements are followed 6. Must know and understand basic construction knowledge 7. Follows up and reads manufacturing installation instructions on all construction repairs 8. Responsible for Quality Control and Job site cleanup 9. Inventory's Van tools/Material 10. Inspects Van for all mechanical issues 11. Responsible for material procurement from Vendor 12. Responsible for getting all material and tools needed for the day's work 13. Oversees use of all tools to meet safety and proper use guidelines 14. Responsible to make sure that time is not wasted and projects are completed within time limits 15. Responsible to produce projects quickly and efficiently 16. Provide written feedback related to the findings. 17. Ability to adapt to change in a fast paced construction environment. 18. Goal at the end of each project is to be 100 % quality completed. 				
Knowledge and Abilities:				
<ul style="list-style-type: none"> • Quality orientation and high attention to detail • Ability to analyze information • Knowledge in safety regulations • Basic knowledge and experience in all aspects of construction: ie. structural, roofing of all types, blue print reading, mechanical and other basic construction areas. 				
Skills:				
<ul style="list-style-type: none"> • People skills • Organizational skills • Communication skills / Bilingual preferred • Technology savy • Multi-tasker 				
Personal Attributes:				
<ul style="list-style-type: none"> • Good Work Ethics; Honest, Trustworthy and Respectful; Flexible and Reliable 				
Education and Experience				
5 years of residential construction experience or related preferred.				
Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to see well enough to read reports				x
<i>Hearing:</i> Must be able to hear well enough to communicate with customers, vendors and employees				x
<i>Standing/Walking:</i> Must be able to move about department				x
<i>Climbing/Stooping/Kneeling:</i> Must be able to stoop or kneel to pick up reports, papers.				x
<i>Lifting/Pulling/Pushing</i>				x
<i>Fingering/Grasping/Feeling:</i> Must be able to type and use technical sources			x	

Note: The statements herein are intended to describe the general nature and level of work being performed. These statements do not establish a contract for employment and are subject to change to the discretion of the employer, Classic Construction & Restoration, Inc.