

Job Title: Construction Lead
Reports To: Construction Manager

FLSA Status: Hourly
Date: 4-27-2015

SUMMARY:

The Construction Lead is a skilled supervisor who is responsible to work side by side with the crew that he is leading. He should be monitoring the work of the crew to ensure that the tasks are well carried out according to plan. He is in charge of the quality of the project. The person needs to be very skillful and experienced to do lead the job and earn the respect of the crew he runs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- The major duty is to check with the supervisor for morning schedule.
- Assess job priorities to assign them to the employees to appropriate job sites.
- Make sure that employees have tools and equipment needed for job in order to ensure a good output.
- Make sure the safety precautions and they are followed as well.
- Maintain the coordination with the supervisor regarding the crew both positive and negative.
- Help the employees as well in training and learning the new tasks.
- Give clear directions to workers as to what needs to be done to avoid repetitive mistakes by the workers
- Ensure tools like sprayers, ladders, and traps are brought back from job sites.
- Evaluate quickest and easiest way to a job without sacrificing quality of the work being done.
- Construction Lead is required to ensure that all the safety measures are taken at the construction sites.
- Construction Lead is required to oversee the various construction reports prepared by construction manager.
- Construction Foreman should have good managerial skills.

- Construction Foreman should have good interpersonal and communication skills

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

A number of years of experience in the construction field and a few years of experience working at the supervisory level

KEY COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.
- Technical Skills - Strives to continuously build knowledge and skills.
- Customer Service - Responds promptly to customer needs.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Professionalism - Approaches others in a tactful manner.
- Quality - Demonstrates accuracy and thoroughness.
- Quantity - Completes work in timely manner.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where

only limited standardization exists. Ability to interpret and provide a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Service Order Processing systems; Project Management software; Spreadsheet software and Word Processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The employee is frequently exposed to risk of radiation and vibration. The employee is occasionally exposed to wet and/or humid conditions (non-weather); working near moving mechanical parts; outdoor weather conditions; extreme cold (non-weather) and extreme heat (non-weather).

The noise level in the work environment is usually moderate.