

**Title:** Crew Chief

**FLSA Status:** Non-Exempt

**Reports to:** Director of Construction

### **Position Summary**

The Crew Chief is responsible for overseeing the onsite crews and general operations of renovations and construction projects.

### **Reasonable Accommodation Statement**

To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions Statement:**

- Ensure that company policies are followed from crew members.
- Assist with interviews and hiring of crew members.
- Coordinates, organizes, and directs the activities of construction sites.
- Manage Crew Members and monitor employee onsite progress.
- Tracks progress of construction site.
- Complete tasks with crew on a smaller scale.
- Responsible for workflow, record keeping, and tools for each construction site.
- Provides training and technical assistance in specific project areas as needed.

### **Competency Statements:**

- Creates a positive work environment where all staff are motivated to do their best.
- Posses the ability to handle multiple tasks and workload under pressure.
- Ability to work independently as well as part of a team.
- Ensures staff have the skills and resources to get things done
- Gives staff ongoing, constructive feedback on their performance and progress in light of expectations and goals.

### **Supervisory Responsibility**

This role has supervisory responsibilities.

**Work Environment**

This job operates at a variety of project sites. This position may be required to work outside in a variety of weather conditions.

**Physical Demands**

This is a largely sedentary role with the physical abilities below may be required.

Stand	C	Reach above shoulder	C
Walk	C	Climb	O
Sit	O	Crawl	O
Reach Outward	C	Squat/Kneel/Bend	C

Lift/Carry

10 lbs or less	C
11-20 lbs	F
21-50 lbs	O
50+ lbs	O

Push/Pull

10 lbs or less	C
11-20 lbs	F
21-50 lbs	O
50+ lbs	O

N (Not Applicable)	Activity is no applicable to this occupation
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
F (Frequently)	Occupation requires this activity up to 33%-66% of the time (2.5-5.5+ hrs/day)
C (Constantly)	Occupation requires this activity up to 66% of the time (5.5+ hrs/day)

**Position Type and Expected Hours of Work**

This is a Full-Time position with typical working hours of Monday through Friday, 7:00 a.m. to 4:00 p.m. Hours and work shift may change in accordance with business needs.

**Required Experience**

Experience: 3+ years of previous construction experience; 2+ years' experience as a crew leader or supervisor role of a construction crew.

**Preferred Education**

Education: High School diploma or equivalent, Associate Degree

**Additional Eligibility Qualifications**

Must be able to accomplish any and all duties with little to no assistance.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**AAP/EEO Statement**

Braden Group is an Equal Employment Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by law

**Signatures:**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of this position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Company Representative \_\_\_\_\_ Date \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employees ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company deems necessary.