



TITLE: Crew Lead

JOB SUMMARY: Crew Lead provides leadership and oversight to small groups (1-3 workers) and actively participates in performing work to complete the scope of work. A crew lead represents Wolf Construction in the field to customers, subcontractors, vendors, employees, and other trades.

REPORTING:

- Reports to: Superintendents and Foreman
- Direct Reports: Carpenters and Laborers

KEY PERFORMANCE INDICATORS:

- Attendance
- Attitude
- Teachable
- Demonstrated carpentry within trade

JOB COMPETENCIES:

- Carpentry or Trade Skills
- Communication
- Team Work
- Health, Safety, and Security

DUTIES & RESPONSIBILITIES:

- Leads small teams of people (a crew) in work activities
- Actively works with tool bags on, in performing scope of work and should be considered competent at his craft (trim, framing, siding, roofing, etc.)
- Trouble shoots problems at hand and resolve issues as quickly as possible
- Working knowledge of Wolf Construction policies and procedures and will 1) correct minor infractions or 2) notify Superintendent or Foreman of infractions
- Responsible for pace and quality of work being done the team
- Participates in training of new employees
- Works safely and ensures that others on the team are working safely
- Knows the responsibilities of being a "competent person" based on OSHA definitions
- From time to time, may be assigned to run projects
- Other duties as assigned

SKILLS & CERTIFICATIONS:

- Ability to read tape measure to the nearest inch, half inch, quarter inch, and one-eighth inch marks (one-sixteenth and thirty-second inch marks for trim carpenters)
- Ability to use hand tools such as hammer, cat's paw, pry bar, speed square, utility knife, and chalk line
- Basic understanding of blueprints, drawings, and layouts
- Ability to climb ladders, both extension and step
- Able to work from heights, such as scaffolding, forklifts equipped with baskets, and on multiple story buildings
- Able to perform basic construction, demolition, and cleanup activities with guidance from foreman or crew leader
- Forklift Operator Certification
- Aerial Boom Certification
- Powder Actuated Certification **if assigned to use Powder Actuated Tools*

FRAMING SPECIFIC

- Ability to proficiently use framing nail gun, worm-drive saw, reciprocating saw (sawzall), and hammer drill.
- Ability to proficiently install a window



- Ability to locate and proficiently install a hold down
- Ability to layout and install stair stringers and landings
- Ability to install bulkheads

TRIM SPECIFIC

- Ability to proficiently use trim nail gun, miter saw, jig saw, belt and orbital sanders, hammer drill, router, and table saw
- Ability to install base trim and casing trim
- Ability to install hardware
- Ability to install interior doors (pre-hung, bi-folds, and bypass)
- Ability to layout and install cabinetry

PRIVILEGES & AUTHORIZATIONS:

- Authorized to drive company vehicles (with valid driver's license) from time to time
- Authorized to use company equipment (with proper training)

WORKING CONDITIONS:

- 95% of time is spent working at job sites.
- Environmental /Sensory: The Crew Lead must work outside in all different weather conditions including extreme cold and extreme heat. The Crew Lead may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Crew Lead must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job is physically strenuous and demanding.
- Job requires bending, stretching and twisting.
- Job involves lifting, pulling, and managing heavy equipment and objects.
- Job requires ability to perform tasks on all areas and aspects of construction project.
- Job requires ability to climb ladders for heights of up to 60 feet, and crawl for distances of 50 feet.
- Job requires ability to work with tools, lumber and materials.
- Job requires ability to lift and manipulate objects of up to 80 lbs. for 50 feet is required.

HAZARDS:

- Normal hazards associated with construction environment.

COMPENSATION:

- Hourly (\$15.00 - \$25.00/hr.) (commensurate with experience)
- Paid Time Off Program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Standard Rate
- Dental and/or Vision Insurance – Payroll deduct
- Life Insurance – Base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date

