

Crew Leader Job Description:

Basic Function: to supervise and participate in all activities related to the accomplishment of specific jobs.

Organizational Relationships: Reports to – President, Mike Giordano
Manages – Painters, apprentices, and trainees.

Scope of Responsibility: Success of Job; relationship with customer; management of crew. Success can be defined as the job being completed on schedule and the customer is happy with the work performed.

Specialized Functions and Skills: must have clear understanding of job-site safety. Must possess knowledge of products. Must also have the ability to document daily activities. Must also be able to efficiently manage painters and all tasks involved with completing jobs.

Duties and Responsibilities:

- Arrange walk-through with customer prior to start of job.
- Come up with “game plan” to finish the job on time.
- Get all color samples approved and
- During the course of a job there are opportunities to sell additional work or a customer may ask for additional work to be preformed. The Crew Leader is expected to sell or take on additional work at every opportunity available, provided that an Additional Work Order is completed and signed by the customer. This completed form must be returned to the office and put into the job file to be added to the final bill.
- The Crew Leader is responsible for the safety and performance of every man on his crew.
- The Crew Leader is to monitor attendance, appearance, language, proper use of equipment.
- It is the Crew Leader’s responsibility to see that all new hires are trained according to New Hire Training Procedures; i.e., Training Manual (green book).
- Field Training is to be completed appropriately, and in a timely manner.

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- Crew Leader should monitor his crew's performance and make the necessary adjustments to bring the job in "Happy & Under".
- Crew Leader is to keep written records of everyone's attendance and make performance level evaluations, whether good or bad, on his/her crewmembers.
- Attend weekly Operation's meetings (as scheduled)
- Attend weekly Job Staging/Scheduling/Department Head meeting
- Keep an accurate account of time. Information is to be completed and returned to the office immediately at the end of the job.
- MSDS Books are to be maintained and present in every van, along with fire extinguishers and first aid kits at every job.
- To see that company trucks are maintained and cleaned regularly.
- Keep job site signs on all current jobs, return them after job completion.
- Order materials as needed for job with office approval.
- Deal with customers' questions and concerns on the job-site daily. Report concerns and/or problems to Vice President of Operations immediately.
- It is the Crew Leader's responsibility to ensure that the company has received payment in full on the last day of the job (if required).
- It is the Crew Leader's responsibility to get the customer's signature on Quality Assurance Form.