



## Requirements: Crew Leader

### ❖ **Introduction**

- This job description outlines the basic function, reporting relationships, position requirements, responsibilities, duties and measurements of performance for the position of crew leader at Custom Concrete Contracting, Inc.

### ❖ **Rate of Pay**

- \$25+/hour depending on experience with potential for career advancement based on talents and ambition.

### ❖ **Management Duties**

- Act as a role model and leader; represent Custom Concrete in a professional manner at all times.
- Efficiently schedule crews, making sure the right number of staff are on the job at any given time.
- Prep jobsite, order supplies and equipment, organize material deliveries.
- Order and schedule concrete delivery; work alongside other contractors and vendors on the jobsite.
- Prioritize projects and assign work to crew members; ensure projects are completed on time.
- Lead crews and participate in keeping jobsites clean and safe at all times.
- Instruct employees in proper work methods and standards; monitor work quality.
- Make sure jobsite safety meetings are being held and documented.
- Fill out daily reports and turn them in to the operations office.
- Review and approve staff timesheets.

### ❖ **Basic Function**

- Performs tasks involving physical labor at residential, commercial, civil, industrial or agricultural projects. May operate hand and power tools of all types; air hammers, tampers, cement mixers, surveying and measuring equipment, and a variety of other tools and equipment, May excavate and prepare sites, dig trenches, set forms or braces, clean up rubble and debris. Assists concrete laborers in placing concrete.
- Construct, erect, install, and repair forms and fixtures of wood or plywood using carpenter's hand tools and power tools.
- Align forms, patch voids and use saws to cut contraction joints.
- Smooth and finish concrete surfaces using a variety of hand and power tools.
- Cleans and maintain tools, trucks and equipment. Other duties as assigned.

### ❖ **Reporting Relationship**

- Crew leaders report directly to the project manager or Custom Concrete Contracting owner in absence of a project manager.

## ❖ **Position Requirements**

### ➤ **Education**

- Required: High School diploma or equivalent.

### ➤ **Licenses/Certifications**

- Required: Valid driver's license and a good driving record.
- Preferred: ACI Certification, NRMCA Previous Certification, First Aid Certification

### ➤ **Experience**

- Required: Minimum one year in a supervision role.
- Required: Minimum three years finishing experience.
- Preferred: Five years finishing experience with certifications.

### ➤ **Duties & Responsibilities**

- Abide by Confirmed Operating Guidelines (COG's) provided at hire.

### ➤ **Skills/Knowledge/Abilities**

- Determine the right kind of tools and equipment needed to do a job; able to operate small equipment such as walk behind saw, compactor, drills, circular saw, laser, etc.
- Knowledge of concrete finishing and all types of concrete construction joints.
- Read and understand construction documents including blueprints and/or drawings.
- Use mathematics and basic measuring tools (in English) to measure accurately and solve problems.
- Give full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understand the implications of new information for both current and future problems; problem solve when needed.
- Accomplish tasks productively with minimal supervision. Maintain a continuous work flow, making good use of any down time.
- Help ensure customer satisfaction on every job by delivering a quality product and showing attention to detail/thoroughness.

### ➤ **Physical**

- This position requires the ability to demonstrate full range of motion with neck, arms, shoulders, hands, torso, legs and feet.
- Body Position: Must be able to sit, stand, and walk for extensive periods of time. Must be able to stoop, kneel, crouch, crawl and have full use of hands, fingers and arms.
- Ability to lift moderate to heavy loads.
- Vision: Specific vision abilities required by this job include close vision, distance vision, peripheral, depth perception and the ability to adjust focus rapidly.

### ➤ **Working Environment**

- Required: This person will work on job sites that can be hot in the summer and cold in the winter, hazardous, noisy and dusty. Other outside efforts may entail working in rain, sleet and snow.

➤ **Measurements of Performance**

- The crew leader shall be deemed to be performing in a satisfactory manner when the following has been met or exceeded:
  - Arrives promptly and begins working productively throughout each scheduled work day.
  - Demonstrates an open, cooperative and constructive attitude. Works as a team player-- providing support to and cooperating with others in a positive, honest and forthright way.
  - Demonstrates leadership qualities; builds a culture of teamwork.
  - Demonstrates motivation, flexibility and the ability to change gears quickly (with a sense of urgency when necessary).
  - Works without distraction (i.e. limiting personal cell phone usage during working hours).
  - Performs tasks in a safe manner. Ensures jobsites are organized and clean; uses Personal Protective Equipment (PPE) as required.
  - All job related incidents and accidents have been reported to Custom Contracting's owner immediately.
  - Tools and equipment are operated within reasonable tolerances.
  - Tools and equipment are kept clean, maintained and placed in the appropriate places. Trucks are kept clean and maintained.
  - Learn the basic responsibilities of this position within 30 days.

❖ **Acknowledgements**

- This job description is intended to serve as a listing of the requirements for the position and the responsibilities and duties to be performed. This job description in no way implies a contractual agreement between the signer and the company. Management retains the right to change any portion of this job description at any time.
- I have reviewed and understand the above job descriptions and believe it to be accurate and complete. I also agree that management retains the right to change this job description at any time.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You can join our team of concrete finishing pros! If you have a strong work ethic and a can-do attitude, please download and print CCC's employment application and email or mail it (with a resume) to:

Custom Concrete Contracting  
Attention: Human Resources  
PO Box 31775  
Bellingham, WA 98228  
Email: [careers@customconcrete.biz](mailto:careers@customconcrete.biz)