

New Leaf Construction, Inc.

Job Description for: Foreman/Team Leader

Reports to: Owner

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leadership and Supervision – Leads crew and is accountable for how the crew completes the assigned work.
2. Safety – Must facilitate a safe work culture, is accountable for the safety of the crew, and must understand the legal liability of his/her role.
3. Planning and Scheduling – Accountable for following project plans and schedules and ensuring the crew's daily and weekly activities meet production goals.
4. Human Resources – Keeps crew morale up and ensures a respectful and inclusive work environment.
5. Quality Control – Accountable for making sure the completed work meets company standards and for recommending work processes that will improve productivity and product quality.
6. Administration – Prepares reports as required by the owner.
7. Attends training (including OSHA training) as required
8. Responds promptly to customers and owner
9. Works diligently to understand the customer's expectations as well as their goals for the project
10. Takes before and after photos of jobsite
11. Maintains good working relationship with vendors and sub-contractors
12. Keep customer and company information confidential
13. Maintains valid driver's license **and** your own reliable transportation as a condition of employment

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.
2. Takes advantage of opportunities to expand current skill sets, product knowledge, and installation processes.

GENERAL EXPECTATIONS

1. Each employee must be consistently energetic, enthusiastic, and a team player at all times as a condition of on-going employment. Excellent communication skills are vital to this position, and the employee must be able to communicate clearly and thoroughly on every task/project. If you do not clearly communicate verbally and in writing, both the customers and the company will suffer.
2. Employee must maintain cordial and professional relations with our customers; and, observe and enforce safe working rules. Employee will dress and be groomed in a professional manner that represents the company well.
3. Listening; ability to listen to the customer's needs and let them do much of the talking, especially when it comes to initial project design.
4. Be punctual for scheduled work and use time appropriately.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be available for overtime as needed.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent 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 frequently required to stand; walk; sit; climb ladders/stairs; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear. The employee must occasionally lift/move up to 50 pounds, bend, stoop or crouch. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- **Has 3-5 years of experience as a fully qualified and competent journeyman carpenter, who is familiar with other construction trades and crafts.**
- **Customer Service** - Communicating with customers, striving to exceed their expectations.
- **Human Relations/Teamwork** - Ability to deal with a wide variety of people and personalities.
- **Communication Skills** - Adept at verbal and written communication.
- **Mathematics** - Ability to measure, draw angles and perform calculations accurately.
- **Problem Solving** - Adept and analyzing situations, evaluating alternatives and making good decisions.
- **Time Management/Prioritization** - Able to determine priorities and meet deadlines.
- **Attention to Detail** - Detail oriented; able to work with a minimum of errors.
- **Management Skills** – Has experience managing co-workers.

Education Requirements: The following education requirements are considered essential:

- **High School education or the equivalent required.**
- **Knowledge of carpentry procedures, application and materials required.**
- **Proficiency in Microsoft Office Suite**

Employee Signature

Date