

CREW LEADER JOB DESCRIPTION

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

Organizational Relationships: Reports to: Operations Supervisor. Manages: Painters and Apprentices.

Scope of Responsibility: Success of job; relationship with customer; management of crew. Success is defined as completing jobs on schedule and the customer is happy with the work performed.

Specialized Functions and Skills: Must have clear understanding of jobsite safety. It is the Crew Leader's responsibility to insure the safety of their customers, themselves and their crewmembers at all times. 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 and Operations Supervisor prior to start of job.
- Make sure all color samples are approved and come up with "game plan" to finish the job on time. Discuss this plan with Operations Supervisor prior to beginning.
- During the course of a job there may be opportunities to sell additional work, or the customer may ask for additional work to be performed. The Crew Leader is expected to sell or take on additional work at every opportunity available, provided that an ***Additional Work Order Form*** is completed and signed by the customer. This completed form must be returned to the Operations Supervisor or General Manager 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 or woman 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 standards and procedures of Ray the Painter. These procedures are detailed in the Ray the Painter Training Manual.
- 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 and Under".
- Crew Leader is to keep written records of everyone's attendance and make performance evaluations, whether good or bad, on his/her crewmembers.
- Be on time and help enforce this practice with other crewmembers. You must let the Operations Supervisor know if you are running more than five minutes late to work. Failure to do so is grounds for termination.
- Attend Ray the Painter Operation's Meetings.
- Maintain dress code according to Ray the Painter standards. Must wear clean Ray the Painter shirt, white painter's pants, khaki pants or shorts, and sturdy shoes. No sandals, cutoffs or tank tops.
- Keep an accurate account of time/hours. Information is to be completed and returned to the office immediately at the end of the job.
- Material Safety Data Sheets (MSDS) are to be present in your vehicle, along with fire extinguishers and first aid kits at every job.
- To see that vehicles on the job are maintained and cleaned regularly.
- Keep job site signs on all current jobs and return them to office after job completion.
- Order materials as needed for job *only* with office approval.
- Deal with customer's questions and concerns on the jobsite daily. Report concerns and/or problems to Supervisor of Operations immediately.
- It is the Crew Leader's responsibility to ensure that Ray the Painter has received payment in full on the last day of the job.
- Assist with other duties as directed.