



# JOB DESCRIPTION

<b>Position:</b>	Field Lead Helper
<b>Department:</b>	Operations
<b>Reports to:</b>	Job Foreman & General Superintendent

<p><b>Position Duties</b></p> <p><b>1. General Statement</b></p>   <p><b>2. Regular Duties</b></p>	<p>This position is responsible for performing tasks involving physical labor at construction sites as well as managing members of an installation crew with the direction of a Crew Foreman</p> <hr/> <p>Pay Scale: Competitive pay based on experience.</p> <hr/> <ol style="list-style-type: none"> <li>1. Lay out and set materials required for installation</li> <li>2. Clean and maintain job site</li> <li>3. Assist with installations as directed by Foreman</li> <li>4. Operate heavy machinery and lifting equipment</li> <li>5. Proficient use and knowledge of a tape measure</li> <li>6. Ability to lay out and read architectural drawings</li> <li>7. Direct activities of laborers as directed by Foreman</li> <li>8. Must be able to lift 40-60 lbs. minimum</li> <li>9. Carry materials up stairways if needed</li> <li>10. Ability to take direction and perform requests as directed by Foreman</li> <li>11. Assist Foreman with supervision of extra workers &amp; organizing crew tasks</li> <li>12. Insures all safety precautions and quality standards are met.</li> <li>13. Accountable to Gen. Superintendent &amp; Foreman for production &amp; GC goals</li> <li>14. Notifies foreman of field conflicts &amp; works to bring resolution</li> <li>15. Must have the ability to motivate &amp; lead others by example</li> <li>16. Reports job progress to Foreman</li> </ol>
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<b>Reporting Relationships</b>	<b>Responsible for the supervision of others?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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**Qualifications**

<b>Education Required:</b>	<ul style="list-style-type: none"> <li>• High school or G.E.D.</li> </ul>
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<b>Certifications Required:</b>	<ul style="list-style-type: none"> <li>• Heavy equipment/Aerial Lifts and Fork Lift certification required</li> <li>• OSHA 10 required</li> </ul>
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<b>Experience Required:</b>	<ul style="list-style-type: none"> <li>• 2 years in construction industry or at least 1 year in the field with Griesenbeck</li> <li>• Career advancement opportunities available</li> </ul>
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<b>Specific Skills Required:</b>	<ul style="list-style-type: none"> <li>• Strong work ethic</li> <li>• Dependable transportation</li> <li>• Overtime, night &amp; weekend work will be required as necessary</li> <li>• Some travel may be required</li> <li>• Able to work on multiple jobsites around Houston area</li> <li>• Proficient in power tools/hand tools of the trade</li> <li>• Ability to read and understand architectural drawings</li> <li>• Ability to read and understand installation shop drawings of products</li> <li>• Communication skills to help direct laborers and Helpers as needed.</li> </ul>
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**Note:** This job description is considered the minimum requirements for the above-mentioned position. Duties may vary from location to location based on job types and equipment utilized in the market the employee is working. This job description will be updated as required.