

Task and Duty List – Driver/Crew Leader

1.0 PURPOSE

- 1.1. The purpose of this operating procedure is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Driver/Crew Leader of SMI Services, LLC.

2.0 BASIC FUNCTION

- 2.1. The basic function of the Driver/Crew Leader of SMI Services, LLC. is to lead the operations of a field crew.
- 2.2. The Driver/Crew Leader will provide the leadership and direction necessary to sustain the Customers' satisfaction with the company's services.
- 2.3. The Driver/Crew Leader is responsible for the accurate and timely reporting of job production status to the Director of Operations.

3.0 REPORTING RELATIONSHIPS

- 3.1. The Driver/Crew Leader reports directly to, and is fully accountable to, the Director of Operations or his designee (Foreman).
- 3.2. The following position(s) report directly to the position of Driver/Crew Leader:
 - 3.2.1. Laborers

4.0 JOB REQUIREMENTS

- 4.1. To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

4.2. EDUCATION

- 4.2.1. Required: One to three years related experience.
- 4.2.2. Preferred: High School Diploma or GED and three to five years experience in a construction operation.

4.3. LICENSING/REGISTRATION/CERTIFICATION

- 4.3.1. Required: Valid Drivers License.
- 4.3.2. Required: DOT physical examination passed

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4.3.3. Preferred: Valid CDL Drivers License.

4.4. EXPERIENCE

4.4.1. Required: One or more years experience working in a construction operation with knowledge of plant care.

4.4.2. Preferred: Three or more years experience as a supervisor in a construction operation with knowledge of erosion control.

4.5. SKILLS, KNOWLEDGE, AND ABILITIES

4.5.1. Ability to guide, direct, and coordinate multiple activities in a construction environment with one (1) or more employees in the crew.

4.5.2. Demonstrated ability to effectively manage multiple tasks.

4.5.3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and work orders.

4.5.4. Ability to write routine reports and business correspondence.

4.5.5. Ability to respond to common inquiries or complaints from customers and/or coworkers.

4.5.6. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

4.5.7. Ability to calculate figures and amounts such as lengths, area and volume in units of feet, square feet and cubic yards.

4.5.8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

4.5.9. Knowledge of the Company's industry and trends impacting its business.

4.5.10. Ability to schedule work to achieve maximum efficiencies.

4.5.11. Ability to effectively communicate, in English, both verbally and in writing is required. Bilingual communicatin in English and Spanish is preferred.

4.5.12. Ability to effectively deal with customers on a regular basis.

4.5.13. Ability to operate equipment such as: light trucks with attached trailer, skid steer loaders, augers, trenchers, mini excavator (caterpillar 303.5-304) and etc.is required.

4.5.14. Ability to operate heavy equipment such as: small excavator, bulldozers series D4, D5, or D9, 300 series excavator, Caterpillar Loaders series 953 OR 963, heavy vibratory rollers is preferred.

4.6. PHYSICAL

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4.6.1. The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

4.6.1.1. BODY POSITIONS: While performing the duties of this job, the employee is regularly required to stand and/or walk for long periods of time while completing other duties and responsibilities. He/she may also be required to talk and/or listen for prolonged periods of time.

4.6.1.2. BODY MOVEMENTS: The employee must have a full range of body movements including the use of his/her hands to finger, handle, and feel objects such as power equipment, plants, trees and soil materials. The ability to bend the body, to reach for objects, and to stoop, kneel, or crouch when needed are also required.

4.6.1.3. BODY SENSES: The employee must have command of all five senses: sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

4.6.1.4. STRENGTH: The employee must have the ability to lift up to 50 pounds on a regular basis and up to 100 pounds occasionally. This will be required for digging, lifting bags of materials, loading debris onto trucks, etc.

4.7. WORKING CONDITIONS

4.7.1. This position will be working primarily outdoors at customers' job sites. From this movement, the employee will encounter varying weather conditions and temperatures. The normal auto travel hazards will apply. Travel may be in all types of weather including heavy rain, winds and/or heat and high humidity.

4.7.2. The noise level in the work environment is usually moderate.

4.7.3. The employee may also be exposed to dust, fumes, and/or airborne particles common to an urban outdoors environment.

5.0 AUTHORITY

5.1. The Driver/Crew Leader receives authority from the Director of Operations (or Foreman) necessary to perform the duties of the position. Such authority includes:

5.1.1. Authority to organize, directs, and coordinates subordinate personnel. Hiring, disciplining, and firing may be recommended to the Director of Operations (or Foreman). The Director of Operations must approve new positions and compensation.

5.1.2. Authority to strictly enforce the Company's policies and procedures applicable to the operations of the crew.

5.1.3. Authority to assign the work for the crewmembers.

6.0 DUTIES AND RESPONSIBILITIES

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- 6.1. Creating and maintaining a work environment that shows concern for the Company's people as much as for its property and promoting the autonomy and growth of each individual employee to the level of their capability.
- 6.2. Making it understood that ***THE CUSTOMER IS OUR FIRST PRIORITY*** and that each employee is here to support that priority.
- 6.3. Ensure that all customer complaints are acted upon and the results are being monitored.
- 6.4. Request materials and supplies to avoid shortages and work stoppages in the field.
- 6.5. Assist the Director of Operations to establish and implement written Policy and Operating Procedures for the Company that reflect the current methods of operation.
- 6.6. Ensures that all personnel actions are conducted within the policies and procedures of the Company, and they do not violate any state or federal laws.
- 6.7. Ensures the ethical and prudent operation of the Company.
- 6.8. Maintain cordial customer relations.
- 6.9. Submits various reports as required to the Director of Operations (or Foreman) in an accurate and timely manner. Work Orders have all information filled correctly including: Time on each job (arrival and departure), Lot numbers and work done on each, Job completion (If not, notify Office immediately for rescheduling), Job Superintendent's signature.
- 6.10. Ensure that all employees are properly trained in the use of Company equipment and tools and the proper work methods.
- 6.11. Ensures that employees use all required safety equipment and procedures including wearing Hard Hats on commercial and residential jobs.
- 6.12. Ensure that the company truck and all equipment are maintained properly.
- 6.13. Communicate via mobile phones as required to keep management informed.
- 6.14. Maintain quality of company services and eliminate rework.
- 6.15. Assure that jobs are completed and performed for customers on time.
- 6.16. Notifies management of necessary equipment maintenance through daily pretrip writeups (log).
- 6.17. Operate light trucks, skid steers, excavators and other equipment as required.
- 6.18. Any other duties and projects that may be assigned from time to time by the Director of Operations.

7.0 MEASURES OF PERFORMANCE

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7.1. The Driver/Crew Leader of SMI Services, LLC. shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1.1. The Company has been operating in an ethical and prudent manner.
- 7.1.2. All employees reporting to the Driver/Crew Leader have been properly trained and instructions given in a clear manner and are understood.
- 7.1.3. Reports for work as scheduled.
- 7.1.4. His/her crew has worked in an efficient manner as a team.
- 7.1.5. Follows the instructions/requests of the Director of Operations.
- 7.1.6. A perception that the Company is functioning as a team and morale is high.
- 7.1.7. Rework is kept to a minimum. Meets or betters established deadlines and schedules.
- 7.1.8. **CONSTANTLY STRIVING FOR TOTAL CUSTOMER SATISFACTION.**
- 7.1.9. Maintains the degree of cooperation, communication, and coordination with and between all departments.
- 7.1.10. Equipment downtime is kept to a minimum.
- 7.1.11. Customer satisfaction is equal to or higher than historical levels.

8.0 ACKNOWLEDGMENT

POSITION: **Driver/Crew Leader**

DATED: _____

I have **reviewed** and **understand** the above Job Description; believe it to be **accurate** and **complete**; and I can **successfully fulfill** each duty or task. I also agree that management retains the right to change this job description at any time.

The Job Description is effective until revised and properly approved.

Driver/Crew Leader

Date

Director of Operations

Date