



Job Title: Field Supervisor

Reports to: Project Manager/President

Department: Operations

Classification: Non-Exempt / Full-time

Revision Date: 3/3/2008

Working Days/Hours: M-F 7:30am-4:00pm

Position Overview

Field Supervisor is a multi-talented person in several construction disciplines, including carpentry, drywall, texturing, painting, tiling, cabinetry and more. The successful Field Supervisor will use their skills and abilities to complete various restoration projects in a timely and efficient manner. The Field Supervisor will perform tasks as assigned by Assistant Project Managers and Project Managers, representing the company on job sites. Field Supervisor may be called after-hours for emergencies or mitigation calls.

Essential Job Duties and Responsibilities

- Assess project and decide best method for restoration projects completion in timely and efficient manner.
- Maintain job site safety and cleanliness
- Knowledge of proper and safe use of all construction tools and equipment
- Supervise assistants on job sites
- Communicate repair plan to ensure compliance with Project Manager authorization

Requirements

- 5 years experience in construction and/or handyperson trade in the past 5 years
- Minimum High School Diploma
- Pass drug screening and criminal background check
- Clean driving record
- Ability to drive company vehicles
- Must have most of the various construction tools
- Have reliable transportation
- Availability to respond to 24 hour emergencies or mitigation calls

Physical Requirements

- Ability to stand, squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time
- Ability to travel up and down ladders
- Ability to lift up to 75lbs on a regular basis
- Ability to work in high places and in tight spaces
- Capable of working in fire, smoke and/or water damage environments that have potential for mold & mildew

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization

By signing below, I acknowledge receipt of and understanding of the above job description. I further agree that I understand the requirements of this position and that I am fully capable of performing stated duties and responsibilities, and fulfilling all the requirements with or without reasonable accommodations.

Print Name

Sign Name

Date