



Job Title: Water Damage/Cleaning Crew Chief

Reports to: Project Manager

Department: Cleaning Division

Classification: Non-Exempt / Full-Time

Revision Date: 3/3/2008

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

Position Overview

The Water Damage/Cleaning Crew Chief assist the Project Manager on all Water Damage, Carpet cleaning/Floor cleaning and Fire & Smoke damage projects. They are on 24-hour emergency call status (unless prior scheduling for being off-call). They are to be a career minded person who is expected by the company to advance within one to two years by successful completion of IICRC or RIA training and verified by passing the associated tests.

Essential Job Duties and Responsibilities

- Respond to emergency calls/be available 24 hours a day, 7 days a week, 365 days a year
- Perform and sometimes supervise a water damage project
- Perform and sometimes supervise a carpet cleaning/floor cleaning project
- Perform and sometimes supervise a Fire and Smoke damage project
- Be familiar with all IICRC S500 Standards
- Learn basic aspects of all restoration type projects
- Be eligible for "on-call" status caring emergency beeper
- Communicate details of all assignments such as detailed drawings, moisture mapping, temperature readings, dehumidifier readings, customer concerns and requests, and all other tasks considered customary and standard for this job title.
- Physically fit with no health issues that would interfere with the physical demands and/or conditions with the work environments customary for this type of work.

Requirements

- Minimum High School Diploma or equivalent
- 3 years experience in carpet cleaning/water extraction in the past 5 years
- Obtain and maintain IICRC Certifications (WRT, ASD, CCT)
- Computer literate with knowledge and experience with MS Outlook, MS Word, MS Excel, estimating software
- Clean driving record
- Eligible to drive company vehicles
- Pass drug screening and criminal background check
- 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