

 YOE INDUSTRIAL SERVICES Complete Construction From the Ground Up	Yoe Concrete Industrial Services		Pg. 1 of 2
	Job Description – Lead Person	Rev: 02 12/01/20	

Classification: Hourly

Reports to: Foreman

Summary/Objective:

The job site lead will oversee the safety, quality, and production of the job in the absence of the Foreman.

Essential Functions:

- I. Oversee the project or phase of project in the absence of the Foreman
 - Schedule subcontractors and suppliers
 - Schedule manpower
 - Schedule equipment, tools, rental equipment, and materials
 - Complete daily time reports
 - Maintain positive communication with General Superintendent, Owners, Subcontractors, and Suppliers

- II. Mentoring
 - Train other crew members
 - Assist in implementation of safety programs and goals

- III. Other duties as assigned by the Vice President and/or the President

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies

- Leadership
- Mathematical Skills

Recommended Education and Experience

- High school diploma/GED
- Four (4) years' experience in a leadership position
- Basic first aid training
- 10-Hour OSHA Training
- MSHA Part 46 Training



Complete Construction From the Ground Up

Basic Tools Required – Tools to kept with employee at all times and in good working condition

Equipment Required By All Field Employees

Supplied by Yoe Concrete Industrial Services

- | | | |
|---|-------------|-----------------|
| Hard Hat | Safety Vest | Safety Eye Wear |
| Gloves | Ear Plugs | Dust Masks |
| First Aid – Rescue Breathers & Latex Gloves | | |
| Rain Wear – Coat with hood & pants | | |

Employee is required to purchase and have with them daily

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|--------------------------------|----------------------------|-----------------------|
| Pencils | 25’ tape | Claw hammer |
| 3lb hammer | Wood chisel | Assorted screwdrivers |
| Framing square | 100’ tape | Wire tying pliers |
| Side cutting pliers | String line | Channel locks |
| Assorted socket set | Plumb bob | Adjustable wrench |
| Nail bag | Vise grip/pliers | Chalk line |
| Speed square | Utility knife | 2” margin trowel |
| Concrete chisel | Wire reel | Lineman pliers |
| Concrete float | Edger | Kneed pads |
| Concrete trowel | Jointer | Hand saw |
| Finishing trowels | Floor chisel | Toolbox/bucket |
| Pry bar | Tie wire transfer | |
| Steel Toe over the ankle boots | Over the shoe Rubber boots | |

This job description has been approved by all levels of management:

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____