

JOB TITLE: Construction Crew Manager  
FLSA STATUS: Non-exempt  
SUPERVISOR'S POSITION: Construction Project Manager

POSITION SUMMARY:

The incumbent of this position will focus on building quality homes while directing the construction crew members. The incumbent will oversee and direct construction projects from conception to completion.

JOB RESPONSIBILITIES:

1. Oversee and direct construction projects from concept to completion
2. Coordinate and direct construction crew workers and subcontractors to ensure high level of quality and safety
3. Prepare reports that pertain to the job status, change orders, bids from subcontractors and work with vendors to ensure the best pricing of products and timeliness of deliveries
4. Plan ahead to prevent delays, problems and resolve any emerging issues
5. Work with blueprints to monitor and ensure compliance with building and safety regulations.
6. Operate a variety of hand and power tools, including but not limited to drills, hand saws, hammers, chisels, planes, and sander to repair and erect structures
7. Assist construction crew member with all components of building the homes (interior and exterior) or making the repairs to existing structures as outlined in construction crew member job description
8. Ensure quality construction standards and the use of proper construction techniques
9. Follow all safety procedures on the job site and report violations immediately to management.
10. Analyze, manage and mitigate risk
11. Assist the Housing Coordinator in determining budget, monitoring cost, work change orders, and ensuring profit projections are being met.
12. Ensure construction crew members maintain a safe and clean job site.
13. Report incidents immediately to safety director, foreman or HR in accordance with incident reporting procedures established by the company.
14. Work with Construction Project Manager to recruit, select, orientate and train employees
15. Evaluate employee performance

## TRAINING, EXPERIENCE AND SKILLS REQUIRED:

1. Six or more years of proven work experience in construction
2. Three years of experience in managing a construction crew with advanced knowledge of construction management. A bachelor's degree in construction management, architecture engineering or related field may be substituted for some of the years of experience.
3. Expert knowledge of building products, construction details and relevant rules, regulations and quality standards.
4. An excellent understanding of all facets of the construction process
5. Ability to plan, execute and deliver expected results in a timely manner
6. Competent in conflict and crisis management with three years of supervisory skills
7. Ability to lift heavy equipment up to 100 pounds
8. Ability to read and understand and interpret construction blue prints.
9. Must have ability to perform mathematical equations related to the housing construction field.
10. Must be proficient in the operation of machines and equipment
11. Ability to follow written and oral instructions.
12. Ability to work responsibly with minimal supervision.
13. Possession of a valid Missouri Driver's license, full time use of automobile and adequate liability insurance.
14. Ability to travel as needed.