



## **Crew Leader Job Description**

**-Provide Excellent Service at all times and in all situations**

**- Guide your crew members by leading by example and helping them progress**

**- Responsible for the management of all aspects of the jobsite**

- Make sure all jobsites are meeting expected completion timeframes
- Make sure a satisfactory quality of work is completed on every job
- Ensure all crew members are always practicing safe work habits and are aware of all dangers on each jobsite
- Be responsible for the care and security of the customers property

**- Manage their company vehicle**

- Follow the monthly checklist
- Be aware of all scheduled maintenance
- Responsible for daily care and cleanliness of their truck

**-Manage Equipment**

- Responsible for the inventory of all equipment used by the crew
- Keep all equipment properly maintained

**- Always maintain open communication with Supervisors, Managers, Crew Leaders, Staff, & Techs**

- Earn the respect from fellow crew members by keeping open communication
- Follow up with all supervisors on any reviews, feedback, or reporting regarding Jobsites, Customers, or Employees

**- Managing Customer Data**

- Keeping customer information up-to-date and accurate