**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Assume full responsibility for quality control and assurance for paving operations.
* Coordinate operations relating to concrete paver activities.
* Analyze and resolve paver and concrete paving related problems along with superintendent and project manager as necessary.
* Assist workers in the performance of assigned duties.
* Safely lead and direct crew/team assigned to particular concrete paving activity ensuring work is in accordance with design, budget, and schedule.
* Review project schedule with project manager and implement weekly work plans.
* Manage and perform daily routine maintenance, width changes, and other mechanical functions as it relates to concrete paver.
* Manage labor, equipment and job site materials specific to crew.
* Advise superintendent/project managers of potential problems, schedule difficulties, material shortages, manpower needs, etc. prior to it delaying the project schedule.
* Interpret and enforce company policies according to safety regulations.
* Understand construction layout, vertical and horizontal specific scope of work.
* Responsible for completing crew and equipment timecards and phase units tracking accurately within HeavyJob.
* Maintain positive customer relationships.
* Work as a student and as a teacher.
* Maintain high level of morale among crew members.

**JOB REQUIREMENTS**

* Must be competent at managing concrete paving activities
* Comprehend blueprints, sketches and plans.
* Proficient at reading, writing, basic addition and subtraction.
* Preform weekly Toolbox Talks.
* Possess strong organizational and communications skills.
* Ability to manage aspects of construction - scheduling, cost, safety and quality.
* Possess a strong work ethic and attention to detail.
* Must be able to plan work weeks in advance including labor, equipment and material needs.
* Ability to lead daily huddles including setting daily safety and production goals.
* Proficient utilizing HeavyJob.
* Physical requirements:
  + Manually lift/carry 50-80 lbs
  + Stand and walk for long periods of time
  + Carry tools/equipment
  + Stoop, kneel, crouch, and crawl
  + Perform all required tasks during extreme weather conditions (hot/cold)
* Must possess a valid driver’s license and ability to drive a Siema vehicle.

**EDUCATION/WORK EXPERIENCE**

* Desired education – high school diploma or equivalent.
* Desired experience– 3+ years in craftsperson position (Operator, Carpenter, Finisher, etc)
* Siema Safety
* Small Tool Care
* Advance Concrete

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**