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Position Title: Hardscape Construction Team Leader

Reports To: Production Manager

Position Overview:

The Hardscape Construction Team Leader is an experienced Team Member that is knowledgeable in the hardscape installation area with above average knowledge of time management, production hours, jobsite organization and coordination, slopes, pitches and elevation changes as well as construction practices related to hardscaping, minor electrical, irrigation piping and plumbing work. The HC Team Leader can work with minimal supervision. This position directs the activities of two or more Team Members in various sized hardscaping projects.

Essential Responsibilities:

1. Install hardscaping materials, including retaining walls, curbstone and brick pavers, in a timely, efficient and safe manner.
2. Read construction plan and implement the hardscaping portion.
3. Understands elevations and elevation changes and uses this knowledge to execute the construction plan.
4. Operate proficiently a variety of mechanical equipment, to include, but not limited to, backhoe, skid steer loader, plate compactor, jumping jack, electric grinders, laser level, transit, sod cutter, drills, gas table saw, jack hammer, hand held concrete saw, tree auger, chain saw, blower and various hand tools: ie: shovels, rakes, pick axe, hand held tamper .
5. Operate automatic and standard transmission vehicles such as Stake Body Dump Truck, and Truck and Trailer combination.
6. Routinely interacts with clients by way of introduction at the beginning of a job, answering questions, responding to client's request, making reasonable changes to the plan and providing a walk through with client at job completion.
7. Complete necessary paperwork - including time sheets, work orders, change orders, material request and door hangers.
8. Plans and organizes the job, ensuring that sufficient resources and materials are available. This individual is responsible for meeting and/or exceeding our client's expectations and for bringing the project in on time and on budget.



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9. Manages a team of two or more members - including, but not limited to, handling personnel issues on site and educating team members on policies and procedures that pertain to team member hand book and procedure sheets.
10. Assists the Production Manager with performance evaluations for his/her team and makes recommendations for advancement and pay raises within the company. As well as help with any disciplinary action needed for a team members under his/her supervision.
11. Maintains a clean and safe work environment - including work site, shop, assigned equipment and trucks.
12. Briefs management and makes recommendations on job status, personnel issues and/or client concerns.
13. Maintains assigned equipment includes daily routine maintenance, greasing machine, checking fluid levels engine/hydraulic oil, antifreeze.
14. Notifies Production Manager of any needed repair at the end of each work day.
15. Observes all project safety practices. Reports any and all injuries and occupationally related illnesses immediately to Production Manager.

Knowledge and Experience:

- This position requires a high school diploma or GED, plus two years' experience in Hardscape construction.
- Knowledge of industry terminology and a variety hardscape materials.
- Candidate must be able to read and write English.
- Working knowledge of routine hardscape construction projects.
- Strong oral and written communication skills, job planning skills and mechanical aptitude are a must.

Certifications:

This position requires that the individual be certified and licensed as follows:

- Possesses a valid New Jersey Driver's License, CDL Driver's License preferred, and has a driving record that is insurable by our insurance carrier.
- Obtain a Basic Level Contractor Certification (ICPI or CLP) within one year of accepting this position.



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- First Aid / CPR certified

Work Environment:

Physical Demands

The physical demands outlined are examples of the type of demands the team member will encounter on the job site.

While performing the duties of this job, the team member is required to stand, walk, crouch, stoop or kneel, reach with hands and arms, talk and hear. The team member must regularly lift and/or move up to 80 pounds.

Job Site Conditions

The job site conditions described below are examples of those conditions a team member encounters while performing the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

While performing the duties of this job, team members are regularly exposed to wet and/or hot humid conditions, outside weather (heat or cold) and moving mechanical equipment as well as noises related to this equipment. Dust, wind, rain and other weather conditions.

In addition, Job sites are located on both residential and commercial property. The team member may also occasionally be exposed to the homeowner's pets.

Working Relationships:

The Team Leader will work closely with members of the team, other Team Leaders, Management and clients.