

## **Job Title: Project Lead**

*Goal: To insure company and customer satisfaction through professional appearance, expert workmanship, and concise communication.*

*Follow our company mission statement.*

Job Responsibilities: include but are not limited to the following.

1. Once the contract is signed, review the project with Estimator to gain knowledge of the project.
2. Pre-Construction meeting with clients, Estimator on site to discuss job specifics such as access schedules, communication methods, etc. (use client information form.) Walk the site to gain a better understanding.
  - a. Place DLPC yard signs if applicable.
3. Create an anticipated project schedule (critical path) in advance of project commencement, adjust schedule as needed based on production realities. Advise subcontractors of proposed schedule and notify them of our job number. Verify and confirm material lead times (Long lead items should be ordered by Estimator) and purchase orders as needed to maintain an efficient schedule.
4. Complete the sub-list and give it to Business Mgr.
5. Inform Business Mgr. of the anticipated start date of the job, for Sanican delivery.
6. Verify that project materials are on the job site or in the shop and are as ordered and not damaged. If damaged, notify the supplier and Business Mgr.
7. Fill out and complete necessary forms in the job binder.
8. Communicate with Management of the progress of the project, including any customer concerns, problems, delays, etc. via Wednesday am meetings weekly.
9. Ensure that items taken from stock or consumable table get listed on the form for job costing and turned into Business Mgr.
10. Be responsible for the efficient and profitable use of the company's time, manpower and materials on each project, as per the bid.
11. Responsible for tracking the progress and profitability of projects under your supervision. Check in with Kim regarding job costs.
12. Ensure the image of the company is supported by the appearance and activities of the installation teams and job sites.
13. Order any inspections as needed and be available to be onsite.

14. Communicate with clients to discuss changes to scope. If changes are made communicate with the office and follow the Change Order Process.
15. Oversee the job site safety and cleanliness daily.
16. Maintain an operational inventory of necessary tools, safety equipment needed to perform all aspects of the project.
17. Pull Yard signs, turn in the project binder and notify Business Mgr. when the Sanican can be pulled off.
18. Complete Employee Assessment form.
19. Review Job binder, making sure all forms are completed, then turn in the binder to Business Mgr.