



Job Description

Job Title: Team Leader **Reports To:** Field Supervisor **FLSA Status:** Non-Exempt

Summary: Responsible for actively taking on leadership roles and responsibilities and acts in a supervisory role in the absence of a field supervisor by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Works on a team to perform tasks as directed.*
2. Addresses team and client issues and concerns professionally.*
3. Gives and receives positive and constructive feedback.*
4. Reports any issues, concerns, or discrepancies to supervisor.*
5. Attends leadership 101 meetings.*
6. Assists supervisor with daily activities.*
7. Takes on leadership roles and responsibilities proactively and as directed by field supervisor.*
8. Acts as a supervisor for the team in the absence of a supervisor.*
9. Engages actively in all staff meetings.*
10. Evaluates and examines all areas to ensure services meet established standards and are completed with appropriate time limits.
11. Maintains productivity by allocating resources and delegating tasks appropriate to employee skills.
12. Obtains and analyzes factual information relevant to objectives and clearly defines work procedures to produce expected results.
13. Anticipates needs and establishes priorities and courses of action to meet objectives each day.
14. Communicates with managing director to clarify work order information.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Education/Experience:

Less than one year related experience or training.
OSHA Safety Training

Certificates and Licenses:

Valid driver's license

Knowledge, Skills, and Other Abilities:

- Time management skills
- Oral and written communication skills
- Professionalism

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel crouch or crawl, talk or hear, and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts. The employee is frequently exposed to work in high, precarious places, fumes or airborne particles, and risk of electrical shock. The employee is occasionally exposed to toxic or caustic chemicals, outdoor weather conditions, and vibration.

The noise level in the work environment is usually quiet.