

# **JK Rentals Crew Leader Job Description**

**Job Title:** Crew Leader/Laborer

**Department:** Field

**Shift:** Varies

**Location:** Kewaskum, WI

**FLSA Status:** Non-Exempt

## **Summary**

Crew Leader will work alongside the crew and must be able to model and encourage excellent work behavior for employees from varied backgrounds and cultures, with different levels of abilities and work experience. Each Crew Leader will be responsible for creating a safe, structured environment where employees can come to understand the significance of sustainable building and their future in the rental industry.

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

- Reads work order or follows oral instructions to ascertain materials or containers to be moved.
- Loads and unloads materials onto or from pallets, trays, racks, and shelves by hand.
- Loads materials into vehicles and installs strapping, bracing, or padding to prevent shifting or damage in transit.
- Counts, weighs, and records number of units of materials moved.
- Loads and unloads truck.
- Stacks or assembles materials into bundles and bands bundles together.
- Lift heavy objects by hand.
- Place heavy objects at various work site areas by hand.
- Assemble and disassemble tents, tables, chairs, stages, dance floors, linens, lighting, fencing and various other items rented out to customers by JK Rentals, Inc.
- Scrub and repair tent tops and sides.
- Clean chairs, tables and other equipment or areas as requested.
- Travel to various job sites throughout the US.
- Coordinate the daily operations of crew members. Delegate responsibilities to crew members.
- Maintain crew discipline, resolve conflicts and maintain crew morale.
- Act as a role model, working alongside crewmembers, and demonstrate a positive work ethic. Ensure work projects are completed satisfactorily and safe working conditions are maintained at all times.
- Develop and maintain a strong sense of teamwork among the crewmembers.
- Be flexible and willing to change daily routine to adjust to weather, late delivery of materials, and other unanticipated delays.
- Requires maintenance and preparations of daily records and paperwork with respect to crew member's equipment and supplies. Accountability for corrections of load inventory for job sites and daily inspection of vehicles.
- Ability to demonstrate high ethical standards and set a positive example for crewmembers.
- Crew Leaders must be available to work Monday-Sunday from May 1<sup>st</sup> to September 1<sup>st</sup> 7:00 am until all work is completed.
- Valid Wisconsin Driver License or CDL Class A. CDL Class A must be acquired within first 60 days of employment if a Crew Leader does not have one. Must comply with all FMCSA and DOT regulations/requirements.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Responds to requests for service and assistance; meets commitments.
- Communications - Exhibits good listening and comprehension.
- Cooperation - Establishes and maintains effective relations; offers assistance and support to co-workers; works cooperatively in group situations.
- Oral Communication - Listens and gets clarification.

- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Conflict Resolution - Confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; supports organization's goals and values.
- Adaptability - Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events; able to adapt to various schedule changes; able to deal with overtime work as needed.
- Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; seeks increased responsibilities; asks for and offers help when needed.
- Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Uses time efficiently; sets goals and objectives.
- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

## 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.

**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; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually very loud.