**JK Rentals Job Description**

**Job Title:** Crew Leader

**Department:** Field/Warehouse

**Shift:** Various

**Location:** Kewaskum, WI

**FLSA Status:** Non-exempt

**Job Description:**

A Crew Leader will work alongside and direct crew members to complete the installation/disassembly of equipment/materials for the job order within the warehouse or on a specific jobsite while maintaining teamwork as well as creating a safe and structured work environment. Communicates with customers/vendors to maintain expectations of fit and finish of final product.

**Summary:**

Crew leaders will coordinate the daily operations of crew members while working alongside them to complete the successful setup/strike of a job order. Typically, this includes the installation/disassembly of equipment within the warehouse or at the jobsite to match the job order to include tracking labor hours for job costing. He/she will be exposed to all weather conditions and may be required to travel within the US.

**Duties/Responsibilities (but not limited to):**

* Reads work order or follows oral instructions to complete a successful job order
* Delegate responsibilities to crew members on jobsite
* Maintain crew discipline, morale, and teamwork
* Demonstrate a positive work ethic and example/role model
* Create a safe working environment and ensure the safety of crew members
* Remain flexible and resolve conflicts that arise
* Assemble/disassemble tents and other rental equipment/materials
* Responsible for the number of units and weights of loaded materials
* Proper loading and security of materials to prevent shifting and damage during transit
* Place/lift objects by hand (sometimes weighing 50+ lbs)
* Interact professionally and meets the needs of the customer
* Drive heavy equipment to assist with the job at hand and perform routine maintenance checks
* Be able to communicate (in English) with customer and meet their needs for the job order
* Maintain clean driving record and obtain CDL *(not required but highly advised)*
* Track man hours for job costing as well requesting extra tool/equipment for disassembly or strike of a job order
* Proper layout and squaring of the tent prior to installation
* Maintain communication with Operations and Sales team regarding progress and challenges that arose outside of initial scope of the job order
* Get certified for industrial lifts to be able to operate equipment/machinery on the job site

**Competencies:**

* Attendance/Punctuality – Is consistently at work and on time and ensures work responsibilities are covered when absent
* Communications – Provides oral instruction to crew members and communicates with the customer to meet their needs, delivers updates to managers of job orders and necessities
* Initiative – Volunteers regularly, seeks more responsibility, asks for help when needed
* Problem Solving/Adaptability – Confronts difficult situations or changes in the work environment, maintains objectivity, keeps emotional control, and resolves the problem at hand
* Cooperation – Establishes and maintains effective relations while following policy and company procedures
* Work Ethics – Demonstrates commitment, dedication, cooperation and positive behavior. Treats people with respect and upholds company values
* Safety and Security – Creates safe work environments, follows safety and security procedures, uses equipment/materials properly and reports unsafe conditions
* Dependability – Follows instructions, completes tasks on time, can be relied on to complete a task
* Work Productivity/Quality – Completes specified duties thoroughly and accurately. Performance is efficient as possible while maintaining high level of quality
* Teamwork – Balances team and individual responsibilities, contributes to company goals, while maintaining good discipline and crew morale
* Professional Growth – Strives to gain knowledge of the tent/event industry and keep on top of field changes