

HEATH CONSULTANTS INCORPORATED JOB DESCRIPTION

JOB TITLE: Crew Leader – Port Arthur, TX
PAY GRADE: Current Salary plus an additional \$1.00-\$3.00 per hour
REPORTS TO: Project Manager or Team Leader

RESPONSIBILITIES:

1. Serve the customer, and exceed their expectations, as they are our first priority.
2. Maintain proper supervision, direction, training and motivation of the Field Technicians, such that operations are scheduled in an efficient manner.
3. Assist the Project Manager and or Team Leader in preparation of Field Technician's performance appraisals by providing feedback concerning specifics as to how field crew members perform their job duties.
4. Ensure that the Field Technicians adhere to quality control measures.
5. Maintain the corporate service standards and specifications.
6. Establish a positive rapport and work relationship with all clients in order to maintain present clientele and promote new business.
7. Assist the Project Manager and or Team Leader in ensuring compliance with personnel record keeping requirements and procedures involving drug/alcohol testing, training records, and supervisory contacts.
8. Perform other duties as deemed necessary by the Project Manager or Team Leader.

EDUCATION:

High school diploma or equivalent required.
Some college course work preferred.

EXPERIENCE:

One (1) year of utilities industry experience preferred.

SUPERVISION OF OTHERS:

Provide direct supervision and guidance to all team personnel.

CONTACTS:

Internal - Field Technicians and all other divisional office staff.

External - Clients

ADDITIONAL REQUIREMENTS/SKILLS:

Must possess the abilities to analyze data, monitor both quality and quantity of production and objectively evaluate Field Technicians.

Forward Resumes:

Heath Consultants Inc.
Attn: Miguel Cruz
8866 Gulf Freeway Ste.130
Houston, TX 77017
m.cruz@heathus.com
Fax:713-844-1264

