

Flooring
Technician, Specialist and Superintendent
Job Description & Responsibilities
Pay Scale: \$12-\$25 per hour

Capabilities

- Ability to operate most all pieces of equipment
- Understanding of diamond inventory
- Ability to apply any type of coatings
- Understands each step of polishing
- Ability to complete a job from start to finish unsupervised
- Ability to train all staff members on site
- Displays strong communication skills
- Displays strong leadership skills
- Ability to complete all the below tasks from prejob to postjob
- Successfully able to manage a jobsite and crew for entire project
- Asks for help when needed
- Keeps a clean and organized van, trailer, toolbox and diamond cart
- Good attendance record
- Works well with others

Pre Project Responsibilities

- Job orientation/job file
- Equipment and materials needed for project
- Sign out diamonds needed for project
- Trailer set up
- Crew in uniforms

During Project Responsibilities

- Daily communication with customer, PDM or PM
- Review production and material rates
- Quality control
- Training of journeyman and laborers
- Safety awareness

Post Project Responsibilities

- Return material to staging area
- Sign in returned diamonds
- Clean and organize van and trailer
- Review project with PDM or PM

Signature/Date: _____

Start of Project Responsibilities

- Job and daily goal review with crew
- Daily assignments for each crew member
- Safety and risks review
- Work station set up
- Containers located
- Power source

End of Project Responsibilities

- Final walk through and punch list
- Loading of trailer
- Retrieve any pig tails
- Walk through and sign out with customer
- Turn in project completion form to PDM or PM

**Advancement is contingent upon performance, attendance, Management review and discretion*

**Pay scale does not include benefit package*