

Job Title: Job Site Supervisor	Status: Regular Full Time
FLSA Designation: Non-Exempt	Reports to: Division Manager
Compensation Range: Category 2 Range \$21 -\$35	

Job Description

The Job Site Supervisor is a critical link between the Installation Technicians and the Division Manager and is responsible for the daily installation progress on job sites by supervising various functions of the Technicians and ensuring the accurate and efficient installation/removal of all products and materials according to the job layout .

Essential Job Functions:

1. Ensure proper standard operating procedures are followed for install, maintenance and take down
2. Participate in required safety meetings and adhere to all safety procedures
3. Fulfill projects as assigned by Division Manager
4. Ensure a clean and safe work environment on company property and job site locations
5. Supervise product & material preparation for daily schedule
6. Ensure all tools and equipment are used as specified and cleaned and stored properly after use
7. Maintain documentation regarding daily activities and progress on job-site and relay any information regarding installation challenges, product adjustments, time constraints or employee issues to Division Manager
8. Report any damage or required maintenance of company equipment or customer property to Division Manager immediately
9. Support Management by ensuring efficient daily operations in accordance with Night Vision's mission statement
10. Fill out Time Card properly on a daily basis and ensure technicians track & report hours properly
11. Availability to maintain systems after work hours on a rotating schedule with other employees
12. Ability to troubleshoot problems on job site, receive feedback from technicians and implement solutions
13. Working knowledge of operation procedures and ability to train and supervise technicians
14. Ability to communicate and interact professionally with clients and employees
15. Assist Management in finding ways to achieve greater productivity, increased sales and improved service
16. Report work related incidents/accident to Division Manager and/or HR

Qualifications

Education/Training:

1. No formal education required. High school diploma or equivalent preferable
2. Related experience a plus
3. Valid Drivers License required
4. Maintain a clean driving record
5. Pass a background check
6. Able to tow a trailer

Year and Related-type Experience:

1. Minimum 21 years old
2. Six months as Technician III
3. Participate in at least six (6) night adjustments as a Technician III

Physical Demands/Working Conditions:

1. Heavy physical labor
2. Activities require handling and grasping with hands certain equipment such as hand tools, power tools, and manual tools.
3. Occasional use of motorized equipment
4. Frequent lifting up to 25 lbs, occasional lifting up to 50 lbs and seldom lifting up to 80 lbs
5. Able to work from heights using a ladder or lift. Must not exceed weight limitations for climbing equipment.
6. Work in unprotected weather elements
7. Ability to bend, kneel, and stand on hard and/or uneven surfaces for prolonged periods of time

Other Skills:

1. Must be a team player & leader
2. Demonstrate complete understanding and working knowledge of products & materials used as well as electricity
3. Excellent work ethic
4. Excellent problem solving, decision making and discriminatory/judgment skills
5. Ability to display a customer service attitude
6. Willingness to learn, train and supervise
7. Demonstrate ability to assist Division Manager with training and implementation
8. Excellent organizational skills
9. Excellent interpersonal skills
10. Good leadership and motivational skills
11. Effective training skills
12. Detail oriented
13. See specific Technical Skills for your individual department

Schedule

4 x 10 hour days (40 hour week between Monday - Friday), Day Shift
 Overtime allowed during busy season

Benefits

Paid vacation based on length of employment
 % Company Paid Medical Insurance for individual
 Voluntary Dental, Vision & Life Insurance Options
 Health Reimbursement Account and Flexible Spending Options
 401K Plan + Match
 Direct Deposit
 Uniforms provided

Approved by:	Date:
Signed by:	Date:

Job Site Supervisor Specific Skills

 Landscape Lighting

- All skills of Tech III position +
- Complete Supervisor Certification
- Train, instruct and oversee the proper installation of wire, fixtures, transformers and controls
- Exhibit ability to lay out wiring for a complete lighting system
- Report daily updated status to Division Manager. Advise on changes/enhancements to project
- Ability to troubleshoot complete systems for maintenance and repair
- Ability to come up with solutions to onsite installation challenges
- Understand basics of breakers and GFCI outlets
- Ability to use wire tracer
- Handle all on-site issues
- Supervise crews and ensure they are properly trained

 Christmas Lighting Trees & Roofs

- Understand how to properly power a job (to outlets, transformers) and product used
- Be confident in diagnosing power/maintenance issues
- Train, instruct and oversee proper use of installation ladders, harness, pouches
- Know how to properly place and maintain all types of ladders and lifts
- Proper technique to install tree strands and roof lights
- Property clean up and refuse removal before leaving the site
- Supervise crews and ensure they are properly trained