



JOB DESCRIPTION

POSITION:	Installation Crew Chief
DEPARTMENT:	Installation Department
REPORTS TO:	Director of Installation & Safety
STATUS:	Non-Exempt
JOB CLASSIFICATION:	3833105
STARTING PAY:	Varies based on location and experience

GENERAL SUMMARY:

Oversee all job site activities related to the field installation of Texas Scenic Company supplied equipment.

PRIMARY DUITES INCLUDE, BUT ARE NOT LIMITED TO:

1. Work collaboratively with project manager before and during installations to prepare and address field questions, coordination, additional work orders, etc.
2. Generate and submit daily log of job site work, including but not limited to work not completed and equipment shortages.
3. Maintain expense reports, work orders, and material purchased in the field.
4. Coordinate with project jobsite's superintendent and/or general contractor, and other building trades to coordinate onsite work sequences daily to maintain project workflow.
5. Use project work orders, manufacture shop drawings and other documents to deliver, mount and install TSC supplied equipment in a manner that meets TSC standards.
6. Review work orders for a complete comprehensiveness understanding of the work to be performed.
7. Perform detailed layout for installations using site benchmarks and survey marks, and mark-up in detail all field revisions and modifications to install drawings for project manager to prepare As-Built drawings.
8. Knowledge and responsible for all tools and equipment supplied for use during installation.
9. Enforce all TSC and jobsite safety standards for PPE and site behavior.
10. Act as on-site competent person as assigned and train local labor on TSC standards, safety protocols, and jobsite safety requirements.
11. Maintain appropriate crew size in field, arrange for any layoffs with payroll and coordinate with Union representatives onsite for smooth work flow or any added labor requirements.
12. Return marked-up work orders, manufactures drawings and other documents to the appropriate department at the end of each road trip.
13. Responsible for logging unused equipment and returning to logistics department.
14. Completes special projects and requests in a timely and positive fashion.
15. Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to travel on long- and short-term notice for job site installations.

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- Knowledge of Theatrical equipment and/or rigging, engineering theories, or practices.
- Good communication, and interpersonal skills
- Strong motivation and leadership skills
- Knowledge of Microsoft Suite and Bluebeam Revu
- OSHA 30 and CPR certification preferred
- Forklift certification is a plus
- Able to work in a team environment and independently
- Able to climb ladders, scaffolding; not afraid of heights.
- Ability to lift 50 pounds.

EDUCATION AND EXPERIENCE:

- High School degree or equivalent
- 4-7 years of appropriate industry experience