

AMERICAN CLEANING SYSTEMS, INC.
WESTERN WINDOW CLEANING
ARIZONA SWEEPING AND PRESSURE WASHING

CREW LEADER JOB DESCRIPTION

Job Title: Crew Leader
Work Location: ACS / WWC / ASAP Client Work Sites
Division / Department: Field Team / Operations Department

Full-Time: 30-40 Hours per Week

Over Time: 0 – 15 Hours per Week

Job Purpose:

A Crew Leader for American Cleaning Systems, Inc., and its subsidiaries, is a working Crew Leader that leads, works with and oversees a group of Crew Members and is the first line of management for these Crew Members. Crew Leaders are forefront leaders. Crew Leaders are most often the most technically experienced member of the crew and are able to delegate less complex tasks to lower skilled Crew Members. Crew Leaders possess specific traits such as Leadership, Honesty, Discipline, Respect, and Effective Communication, amongst other traits.

Main Tasks, Duties & Responsibilities:

- Work together with other Crew Leaders and Crew Members to obtain company project goals
- Supervise and assign tasks to Crew Members at client work sites
- Ensure Crew Members have the technical skills necessary to complete their work assignments and train Crew Members accordingly
- Ensure each Crew Members' work is completed accurately and within a timely manner
- Oversee loading, unloading, assembly, and caretaking of company equipment, tools, and materials assigned to the Field Team
- Handle company paperwork and complete required job documentation, job reports, and job analysis/review of Field Team
- Man and operate equipment relative to your role and expertise
- Maintain a neat and tidy appearance by wearing company uniform and adhering to company and construction site dress code

Required Skills & Qualifications:

- Ability to work independently and / or with a diverse group of people
- Ability to motivate oneself and team
- Leadership experience; minimum of two years in a supervisory capacity
- Experience in the facility maintenance and / or cleaning industry; or an equivalent experience
- Strong verbal and written communication
- Ability to understand oral and written instructions
- Ability to read and interpret company documentation and construction drawings
- Intermediate skill in the operation of computers, phones, tablets, and related equipment
- Excellent attendance and punctuality
- Ability to physically perform basic operational functions, such as: climbing, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions, etc.
- Ability to exert up to 100 pounds of force occasionally and / or up to 20 pounds of force frequently
- Ability to lift up to 50 pounds occasionally and / or up to 15 pounds frequently

Additional Skills & Qualifications:

- Have a valid Arizona driver's license and clean driving record
- Must possess the visual acuity to operate motor vehicles and / or operate equipment
- Have an OSHA 10 certification card, or obtain within 90 days from the start of employment
- Have an aerial lift certification card (scissor lift and boom lift)
- Ability to securely hitch, unhitch, and tow a trailer, ranging from 6 feet to 20 feet in length

Chain of Command – Supervisor / Manager:

Field Supervisor – Immediate Supervisor

Operations Manager – Department Manager

Compensation:

- Wage
 - Starting: \$14.00/hour – \$19.00/hour (DOE, skills, and qualifications)
- Bonus
 - Annual calculated bonus (per ACS bonus structure)
 - Periodic project based discretionary bonus
- Benefits
 - Employee-paid dental plan
 - Employee-paid vision plan
 - Profit sharing plan