

CONCRETE LEADMAN

Roles	Goals	Responsibilities	Skills	1 – 6 S E	Examples / Comments	Training Program
Leadman	<ul style="list-style-type: none"> Jobs come in within the allotted time, quality and safety standards Teamwork among the crew members is noticed by all stakeholders Master all skills that are part of a Concrete Leadman position 	<ul style="list-style-type: none"> Supports the foremen Works with the foremen on training and motivating personnel on a daily basis Can perform the foreman responsibilities on a part-time basis Can productively run the job and other crew members when the foreman is not present Enforces _____'s safety policies and procedures for the entire crew on a daily basis Actively support and participate in SQP 	<ul style="list-style-type: none"> Full understanding of blueprint reading Full understanding of spec and shop drawings Full understanding of all construction phases Full understanding of all tools required for each job and there use (listed below) Full understanding of all equipment required for each job and there use (listed below) Full understanding of all safety equipment and there use Teach and mentor when the situation presents itself 			
Tools & Equipment of the Trade	<ul style="list-style-type: none"> Can effectively operate and use safely each tool and piece of equipment specified for my skill level Safely maintain in good working order tools and equipment used by crew 	<ul style="list-style-type: none"> Learn how to operate each tool in my skill level Learn how to operate each piece of equipment associated with my skill level Learn all the safety factors involved with each tool and piece of equipment Make sure not to use any tool or piece of equipment not properly trained on Teach other on the crew proper use of tools and equipment Help Foremen keep track of tools checked out to crew. Keep tools and equipment properly maintained and in good working order 	<p>Tools – Understand proper operation of: Bull float Laser level Conv trowel Dual trowels Solo screed Mil core drill Soft cut saw G2000 Soft cut electric Palm grader Auger Palm roller Skil saw Sawzall Grinders Rotohammer Concrete vibrator Impact Concrete hopper Ground pounder Rebar cutter Power guard generator Stihl saw Power washer Electric pump Sprayers All basic hand tools such as hammer, tape measure, wrenches etc.</p> <p>Equipment: Aerial lift Forklift Skytrak Skidsteer Power Buggy</p>			
Employee Is employed as a member of the _____	<ul style="list-style-type: none"> _____ creates an environment where employees support one another. All stakeholders recognize _____ as an organization that they can rely on when a commitment is made. Clients recognize _____ as a quality Design/Build service provider and they seek us out to do all their work. _____ continues to improve on their level of service and expands their capabilities in serving their clients. 	<ul style="list-style-type: none"> Supports the Company's value statement and lives it on a daily basis Incorporates and practices the four (4) disciplines of a healthy organization on a daily basis 				

Evaluate the Following Traits		
Traits	<ul style="list-style-type: none"> • Quality – The extent to which an employee’s work is accurate, thorough and neat Rating: • Productivity – The extent to which an employee produces significant volume of work efficiently in a specified period of time Rating: • Job Knowledge – The extent to which an employee possesses the practice/technical knowledge required on the job Rating: • Reliability – The extent to which an employee can be relied upon regarding tasks completion and follow-up Rating: • Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record Rating: • Independence – The extent to which an employee performs work with little to no supervision Rating: • Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things Rating: • Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary Rating: • Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adherence to company policies Rating: • Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts Rating: • Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary Rating: 	Rating Scale: Unsatisfactory (1) Improvement Needed (2) Good (3) Very Good (4) Outstanding (5)
Growth / Aspiration	<ul style="list-style-type: none"> • Areas of personal growth to focus on 	
<ul style="list-style-type: none"> • Career Aspirations - Where do you see yourself in the next few years 		

Skills Rating: 1- Untrained
 2- In Process of Learning
 3- Needs Improvement
 4- Meets basic expectations of roles and responsibilities
 5- Meets and at times exceeds expectations of roles and responsibilities
 6- Has a complete understanding and performs roles and responsibilities

Date _____ Reviewer _____ Employee _____