

POSITION: LEAD CRAFTSMAN  
COMPENSATION: HOURLY (BASED ON EXPERIENCE)  
PREPARED DATE: JUNE 14, 2017  
LOCATION: INDIANAPOLIS, IN

**Purpose of Position:** A Lead Craftsman plays a key role in the overall operations of Cliff's Construction. This person is a leader and has great communication skills. It is their responsibility to be the lead project from beginning to end during the construction phase. Communication amongst all parties in vital to success. Communication includes verbal and non-verbal. Non-verbal communication includes paper work given to the office. The Lead craftsman must learn to prioritize their task.

### Key Responsibilities:

- Insure company and client satisfaction through professional appearance, expert workmanship and polite communication.
- Attend all company/client meetings approved by the Project Manager or Superintendent
- On a daily basis inform the superintendent of the progress of the project, including any client concerns, problems, delays etc...
- Work directly with and supervise the activities of the company's field team and/or intendent subcontractors, which include oral and written communication as needed.
- Be responsible for the efficient and profitable use of the company's time, manpower and materials on each project as included in project estimate sheets.
- Insure the image of the company is supported by the appearance and activities of the installation teams and job sites.
- Responsible for insuring the installation team members are developing their trade skills and understanding the project.
- Work with and lead installation team to a successful project (**on budget, on time, no injuries, happy client**)
- Enforcing safety a companywide policy
- Seek additional responsibility and guidance from company management employees as needed to enhance existing skills, learn new skills, and create potential for advancement within the company.

### Required Qualifications:

- 10-15 Years of hands on residential remodeling experience
- Kitchen and Bath Experience is a must
- Ability to lay tile and install cabinetry
- Ability to perform light plumbing and electrical
- Ability to read and construct from a set of construction plans (blueprints)
- Complete understanding of steps, materials, and installation of kitchens, baths and room addition projects.

### Other Requirements:

Own basic tools of the trade:

- Tool Belt
- Speed Square
- 25' Tape Measure

Reliable transportation (van or pick-up truck)

Drives Licenses

Able to Pass a Drug Test

Able to Pass a Criminal Background Check

**TO APPLY VISIT**

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