EST. 1966 GRIESENBECK
Helping Build Better Spaces for 60 Years

6160 Westview Drive
Houston, TX 77055

P: 713-781-3287
F: 713-781-8857

sales@griesenbeck.com
www.griesenbeck.com

FIELD LEAD HELPER

Department: Operations
Reports To: Foreman / Superintendent
Position Type: Full-Time | Field-Based

POSITION SUMMARY

The Field Lead Helper is a hands-on field role. This person works with the crew and helps the Foreman lead the work. The Lead Helper may lead a small crew in another area of the same job site. The Lead Helper can work with limited help, but still works under the Foreman. The Lead Helper reports to the Foreman and, in the end, to the Superintendent. We install finish products, so tools and materials must be handled, stored, and protected with care.

KEY RESPONSIBILITIES

Installation & Crew Support

- Work with the crew and help install products each day.
- Help with layout, material staging, and installation.
- Read job drawings and shop drawings.
- Use a tape measure and common hand and power tools.
- Lead a small crew in an assigned area when the Foreman asks.
- Keep the Foreman updated on progress and problems.
- Help direct Helpers and laborers and keep the work area clean.

Materials, Tools & Safety

- Help the Foreman hand out, collect, and count tools each day.
- Show Helpers how to set up, clean, and store tools the right way.
- Help receive, move, stage, store, and protect materials.
- Handle finish products with care and report damage or missing items right away.
- Follow safety rules, use required safety gear and report unsafe conditions.

Communication & Production

- Report progress, production, and jobsite issues to the Foreman.
- Tell the Foreman about field problems early and help find a fix.
- Help the crew meet daily goals.
- Follow the Foreman's direction and lead by example.

QUALIFICATIONS

- High school diploma or GED.
- 2 years of construction experience, or at least 1 year in the field with Griesenbeck.
- OSHA 30 is required.
- Lift, forklift, and other equipment training or certificates are required as needed.
- Must be able to read job drawings and shop drawings.
- Must know how to use common hand and power tools safely.
- Must be dependable and able to help lead Helpers and laborers.
- Must have dependable transportation.
- Must be able to work at jobsites across Houston and surrounding areas.
- Some overtime, night, weekend, and travel work may be needed.
- English communication skills preferred.

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PHYSICAL REQUIREMENTS

- Do physical installation work during the day.
- Lift and carry about 40-60 pounds.
- Carry materials upstairs when needed.
- Stand, walk, bend, kneel, reach, and climb during the workday.
- Use hand and power tools safely.
- Work from ladders, lifts, and other approved equipment.
- Work indoors and outdoors in normal construction conditions.

WHAT SUCCESS LOOKS LIKE

- Works hard and leads by example.
- Can run a small work area with limited help from the Foreman.
- Keeps the crew safe, ready, and productive.
- Does quality work and takes care of tools and finish materials.
- Tells the Foreman about problems early.
- Helps, trains and guides less experienced workers.
- Builds the skills needed to become a Foreman.
- Leaves the project better than they found it.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

Griesenbeck gives equal job opportunities to all people. We do not treat a person unfairly because of race, sex, age, color, religion, national origin, disability, citizenship status, or any other status protected by law. This policy applies to job applicants and employees. It applies to hiring, promotions, pay, job duties, and ending employment.