**JOB DESCRIPTION**

**POSITION TITLE:** Team Lead

**REPORTS TO:** Program Manager

**POSITION SUMMARY:**

Team Lead is responsible for all actions and personnel within their assigned site. Candidates must have the ability to multi-task in a high-paced work environment.

**DUTIES AND RESPONSIBILITIES:**

* Performs management and administrative duties, or additional required responsibilities including all tasks associated to: washing, surface preparation, masking, and application of various coatings and corrosion prevention compounds
* Enforces environmental protection policies to include company, local, State and Federal regulations
* Enforces OSHA safety policies to include company, local, State and Federal regulations
* Possesses excellent verbal and written communication skills
* Submits required reports accurately and in a timely manner
* Maintains electronic copy files of all reports and pertinent policy related correspondence
* Interacts with customer and command level representatives, ensuring positive customer interaction and customer satisfaction
* Monitors and supervises the site operation to ensure production goals are met in accordance with established policies and procedures
* Provides work assignments and monitors performance to ensure compliance with project goals and objectives
* Performs personnel evaluations, and maintains records relevant to performance evaluations
* Monitors and fosters organizational morale and cohesiveness
* Helps coordinate the development of plans and ensures timely accomplishment of goals and objectives as established by higher cognizant authority
* Ensures site has sufficient tools and supplies to maintain environmental and safety compliance; and production goals
* Ensures the efficient use of resources, to include personnel, equipment, time and materials.
* Maintains a neat appearance at all times
* Ensures training is conducted in accordance with established requirements
* Ensures team members are in correct uniform and present a professional appearance
* Performs Quality Inspection of all material and functions related to the Mobile CRF in accordance with quality guidance and procedures
* Maintains a regular attendance record
* Performs any other duty assigned in a timely and professional manner

**QUALIFICATIONS:**

* Ability to read, write, and count accurately
* Must be able to successfully complete NACE CIP Level 1 certification
* Must be able to successfully complete MILSPRAY required professional development and training curriculum
* Must successfully complete training on all equipment needed to perform tasks
* Must possess an excellent work ethic with a willingness to work additional hours to meet project deadlines
* Must be results-oriented with the ability to prioritize assignments and manage time effectively
* Experience in Corrosion Control Programs, Management, and Quality Control procedures is preferred, but not required
* Must have basic knowledge of Microsoft Office: Outlook, Word, Excel, PowerPoint and Access
* Must be able to pass a DOT medical exam
* Must be able to pass an OSHA respirator medical evaluation
* Must possess a valid state driver’s license
* Must successfully pass a background check
* Individual must possess strong leadership and managerial skills
* Military experience or knowledge is preferred, but not required

**JOB DESCRIPTION REVIEW:**

I have read and understand the job description for the position of Team Lead.

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Signature Date