



JOB TITLE: Sealcoat Support Assistant

LOCATION: HQ – Fairburn, GA

STATUS: Hourly, Non-exempt

Job Description: Provide support to field employees and sealcoat manager on day-to-day operations level. Work closely with sealcoat manager on upcoming jobs, current jobs, and post job related aspects.

Essential Duties and Responsibilities:

- Provide overall support to the activities of the sealcoat field employees.
- Provide hands-on assistance/fill-in and perform field duties as necessary.
- Stock supplies and restock when necessary.
- Record keeping of sealcoat inventory and purchasing items as necessary.
- Preparation – prior knowledge of work ticket and materials needed to ensure field success.
- Ensure that crews leave the shop on time and prepared.
- Communicate directly and work closely with operations, field employees, and scheduling.
- Coordinate and communicate with supervisors and estimators before, during, and after job completion.
- Communication with strippers on job as necessary.
- Review all projects with sealcoat manager and focus on equipment, man power, and traffic control to maximize efficiency.
- Pre-job and post-job reporting to discuss parking lot conditions and additional needs for project success.
- End of day reporting of project completion.
- Yard maintenance – keep weeds and grass in a well-maintained condition. Ensure cleanliness and clear of trash and debris daily.
- Create phasing maps and on occasion asphalt maps.
- Attend preconstruction meetings in-house and onsite when necessary.
- Effective listening and communication correctly to ensure we exceed customers’ expectations.
- Proactively promote sealcoat safety culture. Ensure all safety regulations and policies are being adhered to.
- Participate in safety training to gain skill and knowledge in order to help streamline processes.
- Perform jobsite quality control checks. Report concerns of quality and safety to sealcoat manager.
- Unblock parking lots the following day, and ensure all Blackjack Paving cones are accounted for.
- On call weekend support to include problem solving, mechanical issues, and weather-related delays. Communication as necessary.
- Ordering/purchasing sealcoat tankers for large jobs. Coordinate with suppliers on deliveries and pickup dates and locations.
- Agitate sealer daily.
- Coordinate towing as necessary.
- Troubleshoot mechanical issues on the job and be able to supply crew with various replacement parts.
- Ensure that all sealcoat tanks, machinery, etc. is in good working condition.
- Police and report employee compliance with our policies and procedures.
- Other duties as assigned.

Qualifications/Requirements

- Ability to self-direct and make decisions promptly. Work well as a teammate.
- Timekeeping via T-Sheets application required.
- Ability to work under constraints and make the most out of allotted resources.
- Problem solving attitude.

- Ability to work in a variety of weather conditions including heat, cold, wind, rain, and dusty environments.
- Must be willing to travel and work away from home when required.
- Be willing to work nights and weekends when necessary.
- Be able to work overtime when required.
- Must have strong work ethic.
- Communication skills, ability to communicate with supervisors, co-workers, and the general public in a courteous, professional manner at all times.
- Ensure a safe work environment in compliance with all safety policies and procedures.
- Must comply with the company's drug and alcohol testing requirements.
- Valid driver's license required.
- Position requires periodic lifting of up to 50 LBS.
- Interpersonal skills, time management, thoroughness, confidence, communication skills, organizational skills are required.
- Must demonstrate professionalism, have a sense of urgency to meet deadlines, multi-task and set priorities effectively, flexible and adaptive to change, accomplish goals in a team environment, attention to detail, strive for excellence, possess a positive "can do" attitude, and have excellent sense of balance.

NOTE: This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Blackjack Paving reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e, emergencies, changes in personnel, work load, rush jobs, or technological developments).

Blackjack Paving is an Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities and a drug-free workplace.

Signature

Date