**Department:** Projects

**Job Classification:** Non-Exempt

**Reports Relationship:** Project Foreman

**Supervises:** N/A

**Primary Accountability:**

The Field Employee will work under the direction of the Project Foreman to read project plans, manage work crews, schedule jobs, provide quality control, and manage project logistics in the field. The Field Employee will help manage, coordinate, and implement IMI’s project team in the field to successfully meet client’s needs.

**Major Duties:**

* Coordinate with Project Manager and Project Foreman to plan, execute, and finalize projects according to project deadlines and budgets.
* Oversee daily project field operation and report to Project Foreman.
* Ability to read and implement plans, do project layout, and make necessary adjustments in the field.
* Coordinate schedule, staff, equipment, and resources to accomplish project requirements.
* Communicate and interact in the field with various departments responsible for production and installation.
* Follow established safety rules and regulations and maintain a safe and clean work environment.
* Attend site specific training and follow procedures as outlined in training.

**Qualifications:**

* High School Diploma or GED required.
* 1-3 years of project field experience
* Problem solving abilities and ability to adapt to project changes.
* Excellent verbal and written communication skills and leadership skills.
* Detailed oriented, highly adaptable, and possess the ability to prioritize and multitask.
* Ability to complete work in a fast-paced, team-oriented work environment.

**Physical Demands:**

* Physically mobile with reasonable accommodations.
* Ability to read computer screens, email, and talk on the phone.
* Ability to bend, reach, kneel, twist, and grip items while working.
* Ability to lift up to twenty (20) pounds.
* Using hands and arms in handling, installing, positioning, and moving and manipulating materials.
* Ability to respond to visual and aural cues.
* Ability to read, write, speak, and understand English.

**Work Environment:**

* Frequent exposure to extreme cold and heat.
* Exposure to moving mechanical parts, fumes, airborne particles, and vibration.
* Moderate to high noise level.
* Interaction with team members and clients in both remote and on-site locations.
* Ability to work a flexible schedule, overtime, and weekends as required.
* Ability to travel

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Employee Signature Date

Supervisor Signature Date