



Employee Progression Chart

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This chart is designed to show the progression of responsibility and job descriptions for each level at Signature Builders.

Level 1 Pay range \$8-10/hr.

- Employee reports directly to the foreman
- Employee is mainly responsible for cleaning jobsites and keeping tools organized
- Employee will have a basic knowledge of tools and machinery used at jobsite and know basic maintenance such as setting tools up, changing blades, rigging machinery and tools for immediate use
- Employee must have valid driver's license and be able to drive a single axle dump truck
- Employees may be asked to assist foreman and other employees in construction operations, but will not be asked to perform construction duties alone
- Level 1 employees are not allowed to operate any machinery at the jobsite (lift, skid steer, etc.)

Level 2 Pay Range \$9-11/hr.

- Employee reports directly to the Foreman
- Employee is still responsible for helping maintain a clean job site.
- Employee will be given more responsibility as skills are checked off
- All Employees at this level should have a firm grasp of the safe operation, maintenance and care of all tools and equipment used on job sites.
- Employee will be given assignments that must be completed in the necessary time that are to accomplish the goals set by the Foreman
- Employee will be given the responsibility to report progress to the Foreman and Owner at the end of each day
- Employee will be given the responsibility to work alone on jobsites (under the direction of the foreman) and be able to complete tasks and report progress as needed
- Level 2 employees will be able to operate machinery when needed under the supervision of the foreman or Level 3 employees.

Level 3 Pay range: \$11-14/hr.

- Employee reports directly to Foreman
- Level 3 Employees will have a strong working knowledge of Signature Builders construction processes

- Level 3 employees will be able to operate on their own with little assistance needed under the direction of the foreman and Owner
- Level 3 employees will be able to “do it right the first time.” Rework at this point should be very minimal
- At this level an employee must be able to problem solve on a job site.
- Level 3 Employees will have direct contact with customers and be able to answer customer questions as they arise. These communications will be relayed to jobsite foreman and Owner.
- Level 3 employees will be given the responsibility to come up with their own list of things that need to get done on a daily and weekly basis. Level 3 employees will be required to communicate their progress goals to the foreman and owner each week
- Level 3 employees will have the responsibility to work with L1 and L2 employees under their supervision.
- The Level 3 employee will be looking for quality of workmanship, professionalism around customers, safe working conditions as well as keeping a pace that will accomplish and surpass goals for the day

Level 4 – Foreman (salaried position)

- The Level 4 employee will be given the responsibility of being the jobsite Foreman.
- The level 4 employee will be expected to have sufficient experience and knowledge to plan out and direct the jobs he is assigned by the Owner.
- The Level 4 Employee will be required to be able to look for any issues that will come up during the construction project and communicate them so they do not cause a problem. (See problems before they happen)
- The level 4 employee will be expected to order materials, line up other employees on assignments, achieve progress goals and communicate with Customer and Owner about any concerns that arise.
- The Level 4 Employee will be expected to communicate all change orders and give weekly progress reports to the Office manager for billing purposes.
- The Level 4 employee will have mastered the use of all company equipment and tools and safe working practices.
- The Level 4 employee will communicate goals and progress to the Owner
- The Level 4 employee will be able to line up work for L1,L2 and L3 employees working underneath him
- The Level 4 employee accepts personal responsibility for the progress of projects and is willing to go the extra mile to make sure they are completed.

There is no set amount of time that an employee will be at each one of these levels. An employee does not necessarily start out as a Level 1. These decisions are at the sole discretion of the Owner. In addition to all of the things listed above, all employees are required to maintain their own time records, maintain a clean and professional appearance, and be courteous and respectful to Customer and fellow

Employees. Things such as quality of workmanship and good attitude are considered equally when being reviewed for a promotion.