



Position / Title	Lead Hand
Reporting to	Project Manager
Last updated	October 2025

Focus

The Lead Hand is to be responsible of the product installation, efficiency, quality control, and safety for the jobsite. Excellent planning, leadership and problem-solving skills are imperative to the success of this position.

Overall outcomes

Exhibiting a hands-on approach to product installations, problem solving and quality control. Maintaining the highest quality, efficiency and operating as second in command to the Site Foreman, while administering good construction safety practices with all on-site activities.

Upholding a track record of successfully completing commercial, multi-family, and residential exterior construction projects. Provide support to the Site Foreman and leadership to construction site staff through training, organization, and excellent communication.

Responsibilities

- Establish clear lines of communication and expectations with Site Foreman.
- Participate in site layout and staging.
- Study the drawings and fully understand the project and site-specific requirements to be able to lead others accordingly.
- Maintain an organized clean jobsite.
- Perform quality control checks and correct deficiencies.
- Working at heights.
- Ensure work is done in compliance with all regulations and all applicable health & safety policies and procedures to maintain jobsite security.
- Operate boom lift and scissor lift equipment.
- Receive and document delivery of materials, ensuring they are in good conditions when received and stored properly until they are installed.
- Maintain positive relationships with customers, contractors, suppliers, and other employees.



JOB DESCRIPTION LEAD HAND

- Take care to keep confidential all sensitive Division 7 Projects and client job information.
- Comply with and carry out COR safety manual.
- Uphold company values.

Requirements

QUALIFICATIONS

- 2+ years of experience in commercial, multi-family, residential exterior construction sites.
- Valid driver's license.
- Thorough knowledge and understanding of construction drawings, specifications, and schedules.
- Experience operating boom lifts and scissor lifts.
- Strong knowledge of a variety of exterior product installation guidelines, including but not limited to James Hardie, Soffit/Fascia, ACM, Building Envelope Systems etc.
- Commitment to safe practices and standards (proof of safety training will be required).

SKILLS

- Proficient in using power and manual equipment as well as measuring tools.
- Strong computer skills with enough familiarity of Microsoft programs to carry out a variety of tasks.
- Excellent leadership and organizational skills.
- Strong written and oral communication skills and effective listening skills.
- Self-starter with strong work ethic.
- Strong problem-solving skills.
- Familiarity with ProCore considered an asset.

PERSONAL ATTRIBUTES

- A self-starting, highly motivated and goal-oriented individual.
- Very organized with a systematic approach to achieving accuracy and efficiency.
- Well-developed interpersonal skills, including the ability to manage diverse personalities.
- Professional and technically competent.
- Quick, sharp, confident, assertive, ethical, and ambitious.
- Analytical with the ability to examine issues from multiple viewpoints.
- Friendly and out-going in social contacts.



JOB DESCRIPTION LEAD HAND

- Works easily with others.

DAILY PHYSICAL REQUIREMENTS

- Traverse uneven and rough ground surfaces such as rocky or excavated clay surfaces as well as slippery and/or frozen surfaces continuously.
- Ascend and descend ladders, construction stairs and scaffolding multiple times a day.
- Occasionally carry bulky loads such as sheets of plywood or lumber (50lbs minimum).
- Sweep and carry waste materials from the jobsite as required.
- Use construction tools such as hammers, power saws, levels, air tools etc.