



Field Technician High 5s

Job Responsibilities, RNC East

1. Assist Lead Technician with House Prep

Policy Summary: Employees are expected to support the lead technician in preparing houses for projects, ensuring all necessary tasks, equipment and materials are completed efficiently.

Procedures:

- Pre-Sealing Prep: Document existing conditions and potential issues with photos. Prep house accordingly prior to pressurization.
- Task List: Follow the standard operating procedures and any checklists provided by the lead technician, completing assigned tasks in a timely manner.
- Communication: Regularly update the lead technician on progress and any challenges encountered during preparation.

2. Clean Up / Break Down System

Policy Summary: All team members are responsible for maintaining a clean and organized work environment by properly cleaning up and breaking down systems after project completion.

Procedures:

- Beginning and End-of-Day Routine: Designate time at the start and end of each day to clean work areas and properly store equipment and materials. Re-supply in the evening to prevent time lost the following day.
- Waste Disposal: Follow company guidelines for disposing of waste and recycling materials.

System Breakdown: Carefully dismantle systems following safety protocols to prevent damage and ensure proper storage.

3. Show Initiative in Responsibilities

Policy Summary: Employees are encouraged to take proactive steps in their roles, demonstrating ownership and a willingness to contribute beyond assigned tasks.



Procedures:

- **Proactive Approach:** Look for opportunities to assist teammates and improve processes without waiting for direction.
- **Problem-Solving:** Identify challenges and propose solutions to enhance efficiency and productivity.
- **Feedback Seeking:** Regularly seek feedback from the lead technician and peers to improve performance and take on additional responsibilities.

4. Demonstrate Learning Process to Manage Own Crew

Policy Summary: Employees should show progress in developing leadership skills and learning to effectively manage their own future team.

Procedures:

- **Mentorship:** Work closely with the lead technician or a designated mentor to understand crew management best practices.
- **Team Coordination:** Begin taking initiative in coordinating tasks within the crew, delegating responsibilities, and ensuring team collaboration.
- **Self-Assessment:** Reflect on personal leadership development, identifying areas for improvement and setting goals for managing the crew effectively.

5. Jobsite Documentation & Reporting

Policy Summary: Ensure that the field technician checklist is completed before leaving site.

- **Documentation:** Ensure that all jobsite photos and notes are properly recorded in the project management and reporting software.
- **Reporting:** Ensure that accurate project information is uploaded and recorded in the project management and reporting software.

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