

Field Operations Manager

Chemcote, Inc.

Position Title:	Field Operations Manager		
Reports To:	President and/or CEO		
Direct Reports:	Assistant Field Operations Manager, Laborer, Operator, Truck Drivers	Department/Division:	Paving/Aggregate
Prepared Date:	2025	Last Revised Date:	5-07-2025

Position Overview

The Field Operations Manager has the overall responsibility for the day-to-day leadership, coordination, and execution of all field activities related to construction projects. This role ensures that project goals are met in alignment with safety, quality, productivity, and client satisfaction standards. The Field Operations Manager provides direct supervision to the Assistant Field Operations Manager and oversees field crews and subcontractors, ensuring efficient scheduling, problem resolution, and performance tracking across multiple job sites and is the TEAM Leader for the Division.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

Performs daily supervision of crew members and equipment as follows:

- Provide day-to-day command and control of all active and upcoming field projects, ensuring alignment with project goals, budgets, and timelines.
- Develop and manage daily, weekly, and three-week (and beyond) look-ahead schedules for all field operations to ensure proper resource planning and productivity forecasting.
- Maintain proactive communication with clients to confirm satisfaction, address concerns, and foster ongoing partnerships.
- Verify that site conditions align with the design intent and project requirements prior to mobilization to avoid scope deviations.
- Monitor field performance to ensure production targets meet or exceed estimated outputs and contractual expectations.
- Identify, troubleshoot, and resolve operational issues as they arise to maintain schedule integrity and minimize downtime.
- Collaborate with internal teams (estimating, project management, dispatch, safety) to ensure operational cohesion and resource alignment.
- Supervise and support the Assistant Field Operations Manager in their daily responsibilities and development.
- Conduct routine field visits to inspect quality, safety compliance, and crew performance.
- Drive process improvements to enhance efficiency, reduce costs, and improve overall field effectiveness.
- Assist in resource allocation, including manpower, equipment, and materials, to maximize field productivity.
- Review project documentation and confirm use of current design documents in the field.
- Participate in pre-construction planning and post-project reviews to inform best practices and lessons learned.
- Monitor current/projected weather conditions and convey to all necessary impacted persons/crews.

OTHER REQUIREMENTS

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must be willing to work nights and weekends or when necessary.
- Report to the assigned job location ready to begin work at the designated start time.
- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc. Safety and Fire Prevention Program Handbook.
- Strict adherence to Chemcote, Inc. policies and procedures as outlined in the Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as required.
- Timely and regular attendance is an expectation of performance for all Chemcote employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- High school diploma or GED required. Technical training or certifications in asphalt paving is a plus.
- Minimum 3–5 years of asphalt paving experience, with at least 1–2 years in a supervisory or lead role.
- Proven experience as a Leader in the construction industry.
- Strong leadership skills with the ability to motivate and direct diverse teams.
- Proficient in reading construction plans, specifically Civil documents, interpreting specifications, and managing schedules.
- High level of organizational and communication skills, both written and verbal.
- Proficient with Microsoft Office Suite and project management tools; familiarity with OneDrive, scheduling, and tracking software preferred.
- Proven ability to manage multiple tasks simultaneously under tight deadlines in intense situations at times.
- Valid Ohio driver's license with a clean driving record; ability to travel to various job sites as needed.
- Certification or training in construction management or a related field is preferred.
- Prefer familiarity with scheduling and project management software.
- Experience in cost control, budget management, and resource allocation is highly recommended.

Work Requirements

- Strong understanding of Civil design documents, asphalt paving procedures, grades, slopes, and compaction.
- Ability to read and interpret construction plans and specifications.
- Proficient in construction processes, paving/aggregate techniques, paving/aggregate equipment, hand tools, etc.
- Knowledge and understanding of safety regulations and a commitment to maintaining a safe work environment.
- Ability to problem-solve, make decisions, and adapt to very fluid changing conditions/demands.
- Must possess the ability to be actively involved in project activities and inspections.
- Must be available to work flexible hours and travel to different locations within Central Ohio.
- Proficient in reading and interpreting project plans/design documents, specifically Civil blueprints, and specifications.
- Strong leadership and decision-making skills with the ability to manage and motivate a team.
- Excellent time management, organizational, and communication skills.
- Certifications: OSHA 10 or 30; First Aid/CPR

Knowledge/Skill Requirements

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write and communicate with simple correspondence using the English language. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide by 10's and 100's. Ability to perform these operations using units of American currency and weight measurement, volume, and distance.

REASONING ABILITY:

Applying common sense understanding to carry out detailed or oral instructions. Ability to deal with problems involving a few variables in standardized situations.

OTHER:

A valid Ohio driver's license and reliable daily transportation are required for this position.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Bend</i>		X		
<i>Kneel</i>		X		
<i>Squat</i>		X		
<i>Climb</i>		X		
<i>Stand</i>		X		
<i>Walk</i>		X		
<i>Sit</i>		X		
<i>Reach</i>		X		
<i>Drive</i>		X		
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>			X	
<i>Left</i>			X	

This position requires an employee to lift:

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee regularly works near moving very hot mechanical parts, products, and is regularly exposed to wet and/or humid outside weather conditions and extreme heat. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

	<i>Continuous</i>	<i>Frequently</i>	<i>Occasionally</i>	<i>Not Applicable</i>
<i>Hot Weather</i>		X		
<i>Cold Weather</i>		X		
<i>Wet Weather</i>		X		
<i>Exposed to Noise</i>	X			
<i>Exposed to High Heat</i>	X			
<i>Moving Equipment</i>	X			
<i>Working with Others</i>	X			

The statements included in the Field Operations Manager job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name