

ADMINISTRATIVE COORDINATOR

Reports To	Marcy Snyder	FLSA Status	Non-Exempt
Department	Administration	Category	Regular Full-Time Administration (RFA)

1

POSITION SUMMARY

The Administrative Coordinator supports daily business operations through scheduling, customer service, bookkeeping, payroll, and general office management. This role also provides basic HR support, including onboarding paperwork and maintaining employee records. The position requires strong organization, communication, and multitasking skills.

2

KEY RESPONSIBILITIES

- Answer phones, emails, and provide customer service.
- Coordinate employee schedules and job assignments.
- Assist with invoicing, accounts payable, and payroll processing.
- Maintain office files, supplies, and vendor communications.
- Support HR tasks such as new hire paperwork and personnel recordkeeping.
- Perform general administrative duties to support management and field crews.

3

QUALIFICATIONS & CONDITIONS

Required Qualifications

- Previous office or administrative experience.
- Basic bookkeeping or payroll knowledge preferred.
- Proficiency with Microsoft Office and general computer skills.
- Strong organizational and communication skills.

Working Conditions

- Office-based role with standard business hours.
- Occasional interaction with employees, clients, and vendors.

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Employee

Date

OFFICE MANAGER

Reports To	John Harington	FLSA Status	Exempt
Department	Administration	Category	Regular Full-Time Administration (RFA)

1

POSITION SUMMARY

The Office Manager oversees all administrative functions of the company, managing the administrative team and ensuring that office operations run smoothly and efficiently. This role is responsible for financial administration, HR support, scheduling oversight, and customer service processes. The Office Manager partners closely with the Operations Manager (field operations) and reports directly to the Owner, serving as the primary point of accountability for all non-field administrative needs of the business.

2

KEY RESPONSIBILITIES

- Manage and supervise the administrative team, assigning responsibilities and ensuring performance.
- Oversee customer service functions, including scheduling, client communications, and office correspondence.
- Direct all bookkeeping, payroll, invoicing, accounts payable/receivable, and financial reporting tasks.
- Ensure accurate recordkeeping and compliance with employment, HR, and benefit requirements.
- Develop, implement, and improve office systems, processes, and workflows.
- Serve as a liaison between ownership, administration, and operations to ensure effective communication and coordination.
- Support the Owner with special projects, reporting, and executive-level administrative needs.
- Foster a professional, efficient, and collaborative office environment.

3

QUALIFICATIONS & CONDITIONS

<div>Qualifications</div> <ul style="list-style-type: none">• Proven experience in office management, administration, or related leadership roles.• Strong knowledge of bookkeeping, payroll, and office systems.• Ability to lead and develop a small administrative team.• Excellent organizational, communication, and problem-solving skills.• Proficiency with Microsoft Office and accounting/payroll software.• Experience in construction, trade services, or related industries.	<div>Working Conditions</div> <ul style="list-style-type: none">• Office-based role with standard business hours.• Regular interaction with clients, vendors, and employees.• Occasional additional hours during peak workload or deadlines. <p>This is an employment-at-will relationship. American Legacy Stucco and Stone is an Equal Opportunity Employer who provides ADA compliant Reasonable Accommodation.</p> <div><div></div><div>Employee</div></div> <div><div></div><div>Date</div></div>
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OPERATIONS MANAGER

Reports To	John Harington	FLSA Status	Exempt
Department	Field Operations	Category	Regular Full-Time Administration (RFA)

1

POSITION SUMMARY

The Operations Manager oversees all day-to-day field operations, ensuring projects are delivered safely, on time, and to quality standards. This role manages field crews, coordinates job scheduling, enforces safety protocols, and maintains communication with clients and project stakeholders. The Operations Manager partners closely with the Office Manager (administration) and reports directly to the Owner, serving as the primary point of accountability for all operational and project-related needs.

2

KEY RESPONSIBILITIES

- Direct and supervise field crews, including foremen and crew leaders.
- Coordinate job schedules, workforce assignments, and resource allocation.
- Ensure compliance with company safety policies, OSHA regulations, and quality standards.
- Monitor progress on active projects, resolve issues, and report status to ownership.
- Communicate with clients, contractors, and site supervisors to maintain relationships and resolve concerns.
- Oversee equipment, tools, and material usage, including ordering and maintenance.
- Collaborate with the Office Manager to align operational needs with administrative, financial, and HR support.
- Train and develop field staff, reinforcing company values and performance expectations.
- Support strategic planning, cost control, and continuous improvement initiatives.

3

QUALIFICATIONS & CONDITIONS

<div>Qualifications</div> <ul style="list-style-type: none">• 5+ years of experience in construction or trade operations, with supervisory responsibilities.• Strong knowledge of job site safety, scheduling, and workforce management.• Excellent leadership, communication, and problem-solving skills.• Ability to manage multiple projects and priorities in a fast-paced environment.• Bilingual (English/Spanish).• Experience with stucco, lath, or related construction trades.• Familiarity with project management or scheduling software.	<div>Working Conditions</div> <ul style="list-style-type: none">• Primarily field-based with frequent travel to job sites.• Exposure to outdoor weather conditions and active construction environments.• Regular interaction with crews, clients, and contractors.• May require overtime or weekend work to meet project demands. <p>This is an employment-at-will relationship. American Legacy Stucco and Stone is an Equal Opportunity Employer who provides ADA compliant Reasonable Accommodation.</p> <div><div></div><div>Employee</div></div> <div><div></div><div>Date</div></div>
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SCAFFOLDING CREW MEMBER

Reports To Raymond

FLSA Status Non-Exempt

Department Field Operations

Category Regular Full-Time Field (RFF)

1 POSITION SUMMARY

The Scaffolding Crew Member assists in the safe assembly, maintenance, and dismantling of scaffolding systems on residential and commercial job sites. This position plays a critical role in ensuring crews have safe, stable access to elevated work areas. The role requires physical stamina, attention to detail, and strict adherence to safety protocols.

2 KEY RESPONSIBILITIES

- Load, unload, and stage scaffolding materials on job sites.
- Assemble, secure, and align scaffolding systems under the direction of the Scaffolding Foreman.
- Inspect scaffolding components for damage, wear, or defects prior to use.
- Ensure scaffolds are plumb, level, and structurally secure with proper bracing and tie-ins.
- Install guardrails, toe boards, ladders, and safety platforms in compliance with OSHA and company standards.
- Maintain clean and organized work areas, removing debris or unused materials.
- Dismantle scaffolding after project completion and prepare materials for transport.
- Safely operate basic hand and power tools.
- Follow all company safety policies, including use of fall protection and PPE.
- Assist other crews as needed once scaffolding tasks are complete.

3 QUALIFICATIONS & CONDITIONS

Required Qualifications

- Ability to perform strenuous physical labor outdoors in varying weather.
- Ability to lift and carry 75+ lbs repeatedly.
- Comfort with working at heights on scaffolds, ladders, and elevated platforms.
- Strong commitment to safety and following directions.
- Reliability, punctuality, and ability to work as part of a team..

Preferred Qualifications

- Prior experience in scaffold erection/dismantling or construction labor.
- Familiarity with OSHA scaffold standards.
- Bilingual (English/Spanish) helpful.

Working Conditions

- Work performed primarily outdoors on active construction sites.
- Regular climbing, bending, lifting, and carrying heavy materials.
- Frequent work at heights.
- Exposure to dust, debris, and weather elements.
- Overtime, evenings, or weekends may be required based on project schedules.

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Employee

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WARRANTY SERVICE TECHNICIAN

Reports To Raymond

FLSA Status Non-Exempt

Department Field Operations

Category Regular Full-Time Field (RFF)

1 POSITION SUMMARY

The Warranty Service Technician is responsible for performing repairs, touch-ups, and inspections related to stucco and lath warranty claims. This position requires technical skill in stucco application and finishing, strong customer service, and thorough documentation of all work performed. The Warranty Service Technician represents the company in the field and plays a key role in maintaining client satisfaction and the company's reputation for quality.

2 KEY RESPONSIBILITIES

- Respond to assigned warranty service requests in a timely manner.
- Inspect reported issues and determine appropriate corrective action.
- Perform stucco repairs, patching, sealing, and finishing to match existing work.
- Use ladders, scaffolding, and safety equipment to access elevated surfaces safely.
- Communicate professionally with homeowners, builders, or clients regarding findings, repairs, and timelines.
- Complete service documentation, including work performed, materials used, and before/after photos.
- Escalate complex or recurring issues to the Superintendent or management.
- Maintain tools, equipment, and company vehicle in safe working condition.
- Follow all company and site safety requirements.
- Assist crews with other tasks as needed when not performing warranty work.

3 QUALIFICATIONS & CONDITIONS

Required Qualifications

- Prior experience with stucco, plaster, or exterior finishing.
- Strong attention to detail and ability to match textures and finishes.
- Good communication & customer service
- Ability to lift 50+ lbs and work on ladders or scaffolding.
- Valid driver's license and clean driving record.

Preferred Qualifications

- Experience handling warranty claims or customer service in construction.
- Bilingual in English and Spanish.
- Basic technology skills for completing electronic service reports.

Working Conditions

- Field-based position requiring travel to multiple job sites.
- Outdoor work in varying weather conditions.
- Regular exposure to dust, cement, lime, and construction environments.
- Occasional overtime may be required to meet service timelines.

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Employee

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LATH & STUCCO CREW FOREMAN

Reports To Raymond

FLSA Status Non-Exempt, Piece Rate

Department Field Operations

Category Variable Full-Time Field (VFF)

1 POSITION SUMMARY

The Stucco Crew Foreman leads and manages a field crew in the preparation, application, and finishing of stucco on residential and commercial projects. This position ensures that work is performed safely, efficiently, and to the highest quality standards, while maintaining clear communication with management, clients, and crew members.

2 KEY RESPONSIBILITIES

- Supervise daily activities of stucco crew members, assigning tasks and monitoring progress.
- Read and interpret blueprints, plans, and specifications to ensure accurate execution of work.
- Oversee preparation of surfaces, mixing of stucco materials, and proper application techniques.
- Ensure all work is performed in compliance with company standards, safety regulations, and project requirements.
- Train and mentor crew members in proper techniques, safety protocols, and work habits.
- Maintain a safe work environment by enforcing PPE use, scaffolding safety, fall protection, and site housekeeping.
- Track crew attendance, productivity, and quality, and report to project management.
- Communicate project status, issues, and material/equipment needs to supervisors in a timely manner.
- Assist with hands-on stucco application as needed to meet deadlines.

3 QUALIFICATIONS & CONDITIONS

Qualifications

- 3+ years of stucco application or construction experience, including leadership of a crew.
- Strong knowledge of stucco materials, mixing, application methods, and finishing techniques.
- Proven ability to lead, motivate, and train workers on job sites.
- Ability to read and interpret project plans and specifications.
- Strong commitment to safety compliance and crew accountability.
- Ability to lift 50+ lbs, climb ladders, and work on scaffolding or elevated surfaces.

Working Conditions

- Work is performed primarily outdoors on active construction sites.
- Frequent standing, bending, lifting, and climbing.
- Exposure to dust, cement, lime, and weather conditions.
- May require overtime, evenings, or weekends depending on project schedules.

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Employee

Date

LATH CREW MEMBER

Reports To Raymond

FLSA Status Non-Exempt, Piece Rate

Department Field Operations

Category Variable Full-Time Field (VFF)

1 POSITION SUMMARY

The Lath Crew Member is responsible for preparing surfaces for stucco application by installing lath, netting, wire, and related materials. This position requires attention to detail, reliable workmanship, and adherence to safety protocols to ensure quality installations that support long-lasting stucco finishes.

2 KEY RESPONSIBILITIES

- Measure, cut, and install lath, wire, netting, weep screeds, corner aids, and other materials in preparation for stucco application.
- Secure lath and wire to framing with nails, staples, or screws according to specifications and building codes.
- Assist in setting up scaffolding, ladders, and safety equipment.
- Inspect prepared surfaces to ensure proper alignment, fastening, and readiness for stucco crews.
- Work with other crew members to meet deadlines and maintain project efficiency.
- Safely operate hand and power tools such as snips, hammers, staplers, and saws.
- Maintain a clean and organized job site, including removal of scrap and debris.
- Follow all company safety protocols, including fall protection and PPE requirements.
- Perform other duties as directed by the Lath Foreman or Supervisor.

3 QUALIFICATIONS & CONDITIONS

Required Qualifications

- Ability to perform physical labor outdoors in varying weather conditions.
- Basic skills with construction tools and measuring equipment.
- Reliability, punctuality, and ability to follow instructions.
- Physical ability to lift 50+ lbs, climb ladders, and work on scaffolding or elevated surfaces.

Preferred Qualifications

- Prior lath or stucco construction experience.
- Knowledge of building codes and industry best practices.
- Familiarity with scaffolding setup and fall protection systems.

Working Conditions

- Work is performed primarily outdoors on active construction sites.
- Frequent standing, bending, lifting, and climbing.
- Exposure to dust, cement, lime, and weather conditions.
- May require overtime, evenings, or weekends depending on project schedules.

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Employee

Date

STUCCO CREW MEMBER

Reports To Raymond

FLSA Status Non-Exempt, Piece Rate

Department Field Operations

Category Variable Full-Time Field (VFF)

1 POSITION SUMMARY

The Stucco Crew Member supports the construction and finishing of residential and commercial projects by assisting with the preparation, application, and finishing of stucco and related exterior coatings. This position requires reliability, teamwork, and a commitment to safety and quality workmanship in all phases of stucco installation.

2 KEY RESPONSIBILITIES

- Prepare work surfaces by cleaning, taping, and applying lath, netting, or other base materials.
- Mix, handle, and transport stucco, plaster, and other construction materials as directed.
- Apply base coats, scratch coats, and finish coats of stucco under the supervision of the crew leader.
- Operate hand tools and equipment (trowels, floats, mixers, scaffolding, etc.) safely and effectively.
- Assist with erecting, moving, and dismantling scaffolding and ladders.
- Maintain a clean, organized, and safe work area, including cleanup of tools, equipment, and debris.
- Follow site safety protocols, including use of PPE (hard hats, gloves, harnesses, etc.).
- Support fellow crew members in completing projects efficiently and meeting quality standards.
- Perform other duties as assigned by the Crew Leader or Supervisor.

3 QUALIFICATIONS & CONDITIONS

Required Qualifications

- Ability to perform physical labor outdoors in varying weather conditions.
- Willingness to learn stucco techniques and follow directions from supervisors.
- Reliability and punctuality for assigned shifts.
- Ability to lift 50+ lbs, climb ladders, and work on scaffolding or elevated surfaces.

Preferred Qualifications

- Prior construction or stucco experience.
- Familiarity with mixing materials, operating mixers, or trowel work.
- Basic knowledge of job site safety practices.

Working Conditions

- Work is performed primarily outdoors on active construction sites.
- Frequent standing, bending, lifting, and climbing.
- Exposure to dust, cement, lime, and weather conditions.
- May require overtime, evenings, or weekends depending on project schedules.

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