

Crew Certification

Welcome to the world of construction. You have chosen a job that has the exciting possibility of developing into a deeply rewarding career. If you are willing to work, learn, and persevere; you will gain a vocational skill that most people do not possess and one that can bring you great satisfaction and financial opportunities.

- I. **New Builder:** Here is where you launch your career. It is all up to you. Once you believe that you have learned the skills required for the next level, contact your Foreman for a Certification Assessment. If you demonstrate to your Foreman that you have acquired the skills necessary to move to the next certification level then your Foreman will recommend your advancement to the Field Supervisor. If your Foreman believes that you have not acquired the appropriate skills then the Foreman will identify the skills you need to develop.

- II. **Apprentice Builder:** As a new hire you can achieve the level of **Apprentice Builder** by displaying the following skills.
 - Work on Training Crew
 - Show dedication to job by arriving promptly each morning and staying on task throughout the day
 - Display leadership by welcoming **New Builders** to the training crew
 - Display proficiency in the following:
 - Read tape measure
 - Ledger trusses
 - Identify basic building materials such as:
 - β Foundation timbers
 - β Upper columns
 - β Wall girts
 - β Roof purlins
 - β Types of nails and screw fasteners
 - Understand the fundamentals of post-frame construction
 - Display commitment to attendance policy

- III. **Builder:** As an **Apprentice Builder** you can achieve the level of **Builder** by displaying the following skills.
 - Competent in **Apprentice Builder** requirements and promoted to crew
 - Able to assist with:
 - Timber sets
 - Frame walls
 - Frame roof
 - Run sidewall and roof steel
 - Run rake and ridge cap
 - Install gutter with accessories
 - Install soffit return and soffit
 - Install base trim and designer panel trim
 - Display the ability to work well with crew members and Foreman
 - Display leadership skills by assisting others in the transition from **Apprentice Builder** to a **Builder**

IV. **Advanced Builder:** As a **Builder** you can achieve the level of **Advanced Builder** by displaying the following skills.

- Competent in **Builder** requirements and capable of functioning as a “Lead Man”
- Oversee all aspects of the construction of post-frame buildings
- Display proficiency in the following:
 - Read and understand building plans
 - Read and understand layout of building – set elevation
 - Set splash height
 - Complete timber sets
 - Frame walls (both standard and finish frame)
 - Layout trusses for purlin’s spacing
 - Set trusses
 - Cut and install jack braces
 - Roof, rake, and cap
 - Install ridge vent
 - Frame and install doors and windows
 - Establish proper height for base trim, designer transition trim, and soffit return trim
- Capable of mentoring a **Builder** into an **Advanced Builder**
- Takes initiative to assure that new members to the crew are welcomed and included
- Good communication skills
- Strong customer service skills
- Situational leadership skills
- The ability to keep builders on task
- Produce quality workmanship with few mistakes
- Ability to consistently provide a high quality of workmanship in a safety conscious manner
- Ability to properly operate and maintain equipment
- Hold valid driver’s license – able to drive Pro-Line vehicles

V. **Master Builder:** As an **Advanced Builder** you can achieve the level of **Master Builder** by displaying the following skills.

- Competent in **Advanced Builder** requirements and capable of functioning as a Foreman
- Display proficiency in the following specialty items:
 - Stalls with all hardware and accessories
 - Cupolas
 - Stall partitions
 - Dormers
 - Dutch doors and corners
 - Hip and valley connections
 - Box overhang
 - Column V’s
 - Moderra brick and mansard’s
 - Build sliding doors with all accessories
 - Frame porches and mansards

- Install any specialty siding
 - β Concrete siding
 - β Wood siding
 - β Vinyl siding
 - β Architectural siding
- Install any specialty roofing
 - β Shingles (steel and asphalt)
 - β Architectural roofing
- Communicate effectively with all crew members, office personnel, customers, sub-contractors, and potential customers
- Ability to mentor an **Advanced Builder** into a **Master Builder**
- Ability to inspire crew to produce quality work in a timely fashion
- Ability to coordinate with Order Processor and Warehouse Coordinator job materials to be taken or delivered to job sites
- A responsibility to Field Supervisor for successful completion of job
- Competency in elevating the morale of the crew
- Ability to work closely with Sales Consultant to ensure customer's expectations are met

Pro-Line offers career options to those who would like to expand their careers past production. To explore and prepare for these career options please request a copy of **Career-Path Guidelines for Pro-Line Production Workers** from your Foreman or Human Resources.