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	Reviewed by: Sheree Kato	Approved by: Christopher Caliedo

The Site Lead is the primary on-site leader for ship repair, maintenance, conversion, or docking projects. This role oversees daily production activities across trades, coordinates labor, materials, and subcontractors, and ensures work is completed safely, on schedule, within budget, and to quality and contractual standards. The Site Lead serves as the key interface with the customer, classification societies, and internal project teams while enforcing safety, quality, and regulatory compliance in a demanding industrial/marine environment.

Key Responsibilities

- Serve as the primary on-site coordinator and point of contact for assigned ship repair projects.
- Lead, supervise, and direct foremen, skilled trades (shipfitters, welders, machinists, pipefitters, electricians, painters, etc.), helpers, and subcontractors to meet production goals and milestones.
- Assist Program Manager to plan, prioritize, and assign daily/weekly work based on project schedules, work packages, and priorities; develop short-interval look-aheads and coordinate resources (labor, tools, equipment, materials).
- Assist Program Manager to conduct daily shipboard, dry-dock, and yard walk-throughs/inspections to monitor safety, quality, progress, and compliance with specifications, drawings, and work instructions.
- Enforce all company, customer, OSHA/Maritime, NAVSEA (or equivalent), ABS/USCG/Class, and local safety protocols; lead toolbox talks, Job Hazard Analyses (JHAs), Lock-Out/Tag-Out (LOTO), and Work Authorization Form (WAF) processes.
- Coordinate material, equipment, and logistical needs with Program Manager, warehouse, and support teams; identify shortages or growth work early and support change-order processes.
- Assist the Program Manager to interpret technical drawings, blueprints, specifications, contracts, and work packages; resolve technical issues in the field and escalate as needed.
- Track progress, report status (schedule, cost, risks, quality issues) to Project Managers; support progress reporting, Earned Value, or equivalent metrics.
- Maintain strong communication across bilingual or multi-trade crews; promote teamwork, accountability, and continuous improvement.
- Support project close-out activities, including punch lists, final inspections, documentation turnover, and lessons learned.
- Assist Program Manager to ensure compliance with quality standards, non-destructive testing (NDT) requirements, and regulatory inspections.
- Perform other related duties as assigned to support overall yard or project success.

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Required Qualifications

- High school diploma or equivalent.
- Minimum 5-8 years of experience as a laborer in a shipyard, marine, heavy industrial, or construction environment.
- Prior experience in a lead or senior laborer role preferred.
- Strong knowledge of ship repair processes: structural steel renewal/fitting/welding, mechanical systems, piping, electrical, coatings/blasting, docking/undocking, and system testing.
- Ability to read and interpret ship drawings, technical manuals, specifications, and contracts (familiarity with NAVSEA Standard Items, MIL-STD, or commercial Class rules is highly desirable).
- Working knowledge of safety systems (OSHA Maritime, LOTO, confined space, fall protection, hot work permits) and quality processes.
- Proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint); experience with scheduling or project tools is a plus.
- Strong problem-solving, organizational, and decision-making skills under pressure and in changing conditions.

Certificates, Licenses & Requirements

- Must be able to successfully pass a pre-employment criminal background check and drug screening.
- Must be able to obtain and maintain a security badge for military installations and civilian shipyards, as required.
- Ability to work all shifts and extended hours as needed.
- Valid driver's license and clean driving record.
- Reliable transportation to all worksites and other locations required by the position at the start of the shift.
- Must be able to obtain OSHA 10 certificate/training
- Must be able to complete the respiratory fit/physical test
- First Aid/CPR certification preferred

Physical Requirements

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift, carry, push, and pull up to 50–75 lbs regularly.
- Ability to stand, walk, climb ladders and scaffolding, bend, kneel, crawl, and work in confined or awkward spaces for extended periods.
- Ability to work at heights, in confined spaces, and in varying weather conditions (heat, cold, rain, wind).

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- Must be able to wear full PPE including hard hat, safety glasses, steel-toe boots, gloves, and respiratory protection when required.
- Good vision, hearing, and manual dexterity.

Working Conditions

Work is performed primarily in an active shipyard and onboard vessels under repair. The environment is industrial, noisy, and physically demanding. Exposure to dust, fumes, welding arcs, paint, solvents, and outdoor elements is common. Strict adherence to safety rules and environmental regulations is mandatory.

Employee Acknowledgement (Signed by employee upon hire)

I have received and read the contents of my job description.

Employee Name: _____

Employee Signature: _____ Date: _____