

# Jay Hancock

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## Work Experience

### **Lead/Trainer/Operator for Pile production and QC**

TIC Power

Deport, TX

August 2020- Present

- Drive pilings for foundations of solar structures
- Use pile driver head on machine to drive pilings.
- Judge distance and position piling leads.
- Position hammers over pilings and raise and lower drop hammers to drive piles.
- Use multiple controls to operate equipment.
- Complete all JHA/LSA daily paperwork
- Train newly hired foremen
- Supervises and coordinates the work of a crew of workers within a specific craft or trade
- Ensure that employees under their management do their jobs skillfully and efficiently while making sure assigned work is progressing in a timely manner
- Coordinating daily tasks according to priorities and plans, making changes when necessary due to weather, supply, delivery and personnel
- Emphasizing safe use of tools, machinery and equipment while providing training on safety gear, helmets and procedures
- Regularly reporting project status to supervisors, site engineers and other officials
- Time-management skills to meet deadlines and ensuring construction phases are completed on time so that the next phase can start

### **Lead/Operator for Pile production, Shakeout, and QC**

Aerotek (Swinerton)

Deport, TX

September 2019-June 2020

- Drive pilings for foundations of solar structures
- Use pile driver head on machine to drive pilings.
- Judge distance and position piling leads.
- Position hammers over pilings and raise and lower drop hammers to drive piles.
- Use multiple controls to operate equipment.
- Complete all JHA paperwork

- Ensure that employees under their management do their jobs skillfully and efficiently while making sure assigned work is progressing in a timely manner
- Coordinating daily tasks according to priorities and plans, making changes when necessary due to weather, supply, delivery and personnel
- Emphasizing safe use of tools, machinery and equipment while providing training on safety gear, helmets and procedures
- Regularly reporting project status to supervisors, site engineers and other officials
- Time-management skills to meet deadlines and ensuring construction phases are completed on time so that the next phase can start

### **Racking Lead/Foreman**

FC Solar

Blossom, Texas

March 2018-August 2019

- Effectively lead and manage crew members' daily activities and production according to the project timeline, plans, specifications, codes and industry standards and provide the necessary training on proper safety and operational procedures
- Work with or supervise other crafts at levels appropriate to training and skills as requested by project supervision
- Plan, coordinate and organize people, equipment, tools and materials to promote the safe, efficient and timely construction of the project
- Ensure that construction equipment is correctly operated and maintained
- Responsible for timely completion of work assignments within the estimated costs while maintaining the company's reputation for quality workmanship/product
- Responsible for the safety of those on the crew and will conduct all operations according to all applicable company and government safety rules
- Develop and maintain a proper crew attitude by conducting toolbox meetings and communicating safety concerns, work scope, plans and schedules to leadmen and crews

### **Trainer**

Results - Paris, TX

July 2015-March 2018

- Responsible for delivering instructor-led training classes to new and existing Customer Service Representatives, assisting in curriculum development, and assisting with successful integration of new program and product policies and procedures into the call center environment
- Responsible for developing and maintaining a real-time knowledge base
- Deliver both classroom and on the job training including but not limited to new hire, operational, procedural, product, process and behavior reinforcement
- Facilitate programs and implement on-going initiatives that improve the transfer of customer service skills from the classroom to the job
- Assess production, staff performance, and development and assist in the administration and tracking of skill assessment and measurements

- Develop and improve training program, curriculum and context for existing and new products and programs in addition to updating and maintaining the training manual, materials, and knowledge base

## **Construction Tech**

CR Construction

Paris, Texas

April 2014 to July 2015

- Assist the General Manager/Project Manager/Superintendents with managing and completing building or equipment repairs, demolition, removal and/or installation of equipment, and general construction tasks on time and under budget
- Effective communication with General Manager/Project Manager/Superintendents to ensure complete understanding of scope of projects
- Reporting crew performance issues to General Manager/Project Manager/Superintendents
- Ensuring self and crew obtain adequate rest to effectively and safely complete assigned projects
- Recognize problems outside of scope and effectively communicate to General Manager/Project Manager/Superintendents
- Maintain a clean work environment
- Ensure crew reports to work and takes appropriate breaks and lunch periods
- Ensure quality of workmanship from self and crew
- Use of basic tools and the ability to install or assemble by following instructions
- Perform the job safely by demonstrating full awareness of his/her surroundings. Will utilize proper safety techniques and equipment use when necessary
- Completion of accurate and timely paperwork and reports, photos, recaps

## **Video Manager**

Hastings

Paris, Texas

October 2009 to March 2014

- Make discretionary decisions involving all sales initiatives, operational effectiveness, marketing, scheduling, employment, and all other aspects of the day-to-day business processes

Education and References available upon request.

