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Module 46101 Fundamentals of Crew Leadership

NCCER Fundamentals-of-Crew-Leadership

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QUESTION NO: 1

Who does the crew leader typically report directly to on a construction site?

- A. owner
- B. architect
- C. superintendent
- D. safety manager

ANSWER: C

Explanation:

The **superintendent** is the appropriate direct-reporting authority for a crew leader in a typical construction-site reporting structure. A crew leader is a first-line supervisor who directs the daily work of a specific crew, communicates assignments, monitors progress, reinforces safe work practices, and reports work status or field issues upward. The superintendent coordinates the broader site operation, including the sequencing and progress of work, labor and resource coordination, and communication among the multiple crews and trades working on the project. Reporting to the superintendent gives the crew leader a clear channel for receiving priorities and schedule direction, raising needs that affect production, and ensuring that the crew's activities support the overall project plan. This relationship reflects the leadership hierarchy addressed in NCCER Fundamentals of Crew Leadership, in which crew leaders work within a defined chain of command rather than operating independently. Clear reporting lines also support accountable decision-making and efficient communication across the jobsite. NCCER describes its craft-training and workforce-development framework at [NCCER](#), and construction-supervision responsibilities are further outlined by the U.S. Bureau of Labor Statistics at [Construction Managers Occupational Outlook Handbook](#).

QUESTION NO: 2

A crew leader discovers that a recently installed run differs from the location shown on the drawings because of an approved field change. What documentation action is MOST important?

- A. Record the approved field change for inclusion in the as-built drawings.
- B. Revise the project schedule to show the new installed location.
- C. Discard the original drawing so only the changed condition remains.
- D. Wait until project closeout to rely on crew members' memories of the change.

ANSWER: A

Explanation:

The approved field change should be accurately recorded for inclusion in the as-built drawings. As-built drawings show the work as it was actually installed, including authorized changes from the original design. The project schedule may show when work occurred, but it does not provide an accurate final record of the installed location.

QUESTION NO: 3

What is one good way to prevent sexual harassment in the workplace?

- A. Establish a no-tolerance policy.
- B. Promote the victim to a new job.
- C. Increase the victim's compensation.
- D. Improve employee screening methods.

ANSWER: A

Explanation:

Establish a no-tolerance policy is correct because an effective workplace harassment-prevention program begins with a clear organizational commitment that sexual harassment will not be accepted. A meaningful policy defines the conduct that is prohibited, applies to everyone in the workplace, provides accessible ways to report concerns, and commits the employer to prompt, impartial review and appropriate corrective action. These features make expectations clear before misconduct occurs and give employees a practical, safe path for raising concerns early. For a crew leader, consistently communicating and following the policy is especially important: leaders set the day-to-day standard for respectful conduct, take reports seriously, avoid retaliation, and promptly bring concerns to the appropriate company representative. NCCER's crew-leadership material emphasizes preventing harassment through clear policies and appropriate supervisory action. The U.S. Equal Employment Opportunity Commission likewise identifies a comprehensive, well-communicated harassment policy and a trusted complaint process as core components of prevention. See the [EEOC harassment guidance](#) and the [National Center for Construction Education and Research](#) for workforce-training and employer guidance.

QUESTION NO: 4

Which of the following statements regarding discrimination issues is TRUE?

- A. Employers can avoid gender-related issues by hiring only men.
- B. Employers are justified in ignoring claims of sexual harassment against male employees.
- C. Employers can minimize workplace discrimination by hiring based on valid, job-related requirements.
- D. Employers avoid claims of job discrimination by hiring anyone who applies for a job, if a position is available.

ANSWER: C

Explanation:

Employers can minimize workplace discrimination by hiring based on valid, job-related requirements. Employment decisions should be tied to the knowledge, skills, abilities, experience, and other qualifications genuinely needed to perform the work, rather than to protected personal characteristics. In crew leadership, this means using consistent, work-focused criteria when recruiting, selecting, assigning, evaluating, and promoting employees. Clear job descriptions and documented qualification standards help supervisors make fair decisions, communicate expectations, and demonstrate that a decision is based on legitimate business needs. Valid requirements must relate directly to successful and safe performance of the position; for example, a required trade credential, demonstrated ability to perform essential job tasks, or relevant construction experience may be appropriate when consistently applied. The Equal Employment Opportunity Commission explains that employment practices must not unlawfully discriminate based on protected characteristics and that selection procedures should be job-related and consistent with business necessity. Applying objective, job-related standards supports equal employment opportunity while helping the employer build a qualified, capable crew. See the EEOC's [guidance on protected employees and applicants](#) and its [guidance on employment tests and selection procedures](#).