

JOB TITLE: Field Laborer
REPORTS TO: Field Supervisor
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: March 10, 2008

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Field Laborer of _____.

BASIC FUNCTION

The basic function of the Field Laborer is to assist the carpenter and other crewmembers in installation or fabrication of commercial building systems. This includes commercial building construction, site work, concrete, masonry, metals, wood and plastics, thermal and moisture protection, doors and windows, finishes, specialties, equipment, furnishings and special construction.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Turn in weekly timesheets by Wednesday at 5:00pm.
- Complete daily logs by 8:30am each day for previous day as requested by Supervisor.
- Assist with installation or fabrication of commercial building systems.
- Mobilize vehicles with necessary equipment and materials for the workday.
- Perform demolition of interior/exterior build-out in designated areas as assigned with respect towards equipment, property, and safety.
- Assist Supervisor/Carpenter in monitoring specific job site materials daily.
- Mark cutting and assembly lines on materials, using pencil, chalk, and marking gage.
- Cut materials to prescribed measurements, using appropriate tools.
- Assemble cut materials and fasten them together with proper fasteners.
- Assist in installation of all roofing applications.
- Assist in erecting framework for structures including decking and sheathing.
- Assist in the lay out, build, and install stairs, partitions, and case work.
- Assist in fitting and installing prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware.
- Assist in the lay out, form, prep grade, pour, and finish concrete.
- Assist in erecting scaffolding and ladders for assembling structures above ground level.
- Keep project site clean and appearance professional daily.
- Ensure vehicle and equipment is cleaned and maintained as it is used.
- Perform vehicle and equipment inspections daily and report items as necessary to the Field Supervisor.

- Maintains equipment and tools in good condition with all safety guards and features in place when in operation.
- Utilizes tools & equipment trained to operate and requests training when needed.
- Ensure proper signing in/out procedures is completed as equipment/material is used.
- Complete OSHA 10 Hour, Forklift and Aerial certifications when offered.
- Use, maintain, and inspect safety equipment and personal protective equipment prior to use.
- Maintain overall safety of all person(s) on job site daily.
- Completes safety inspections as requested.
- Performs tasks safely and doesn't attempt to complete without the proper training.
- Knows location of first aid kit, fire extinguisher, MSDS, egress routes and emergency information when reporting to jobsite.
- Attend and participate in all required safety trainings and toolbox talks.
- Ability and willingness to travel when required.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

EDUCATION

- Required: High School Diploma or GED

LICENSING/REGISTRATION/CERTIFICATION/TOOLS

- Required: Have and maintain valid Driver's License along with proof of auto insurance according to company standards
- Required: Personal hand tools as required according to the company tool policy

EXPERIENCE

- Required: General knowledge of the construction industry.
- Preferred: 1-2 years experience in construction industry.

SKILLS, KNOWLEDGE, AND ABILITIES

- General fluency with tools used in various trades.
- Knowledge of the general construction industry and the sub trades.
- Ability to read and understand basic blueprints and spec books as needed.
- Ability to communicate with Project Managers, Field Supervisors, subcontractors, fellow associates, and all project site visitors.
- Ability to perform tasks and follow directions assigned by the Field Supervisor and Project Manager accurately and within the specified timeframe.

- Must have mechanical aptitude and ability to handle physical and demanding requirements of the position.
- Ability to be aware of surrounding environment and conditions at all times.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Ability to take pride in servicing the customer and having a strong commitment to safety.
- Ability to work within precise limits or standards of accuracy and quality.
- Ability to work in a team environment and add input to discussions.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Ability to communicate with basic understanding of the English language.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an associate to successfully perform the essential functions of the Field Laborer's job.

While performing the responsibilities of the Field Laborer's job, the associate is required to talk, see, and hear. The associate is often required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must be able to elevate to heights of 30 feet or higher and lift 75 pounds or more.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Field Laborer may encounter.

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Field Laborer's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

ADDITIONAL REQUIREMENTS FOR APPRENTICES

- Record paid related work hours on timecard weekly.
- Maintain work report log daily (completed fully and signed by apprentice & supervisor) and submit to the office between the 1st and the 5th of each month.
- Maintain a C average grade level through the apprenticeship course.
- Responsible for obtaining unpaid work related hours on own time and at own expense as described within the contract with the State of Wisconsin (includes OSHA 10, CPR & First Aid).
- Report absences to _____ office and ABC Wisconsin office prior to missing class and make arrangements with instructor to make up missed assignments.
- Ensure all tuition and book fees are paid accordingly along with any other expenses incurred from the apprenticeship.
- Follow company requirements and State apprenticeship program standards accordingly.

SAMPLE