

# General Laborer

Reports to: Project Superintendent  
Date: 6/21/10

Department: Field Operations

**Job Function:** This position includes a wide range of experience levels, performing basic duties to assist on -site \_\_\_\_\_ carpentry and concrete crews to perform production activities, while keeping the jobsite clean and organized.

### Duties and Responsibilities:

1. Be proficient with mechanical tools for maintenance of equipment; operate all \_\_\_\_\_ owned equipment and complete all maintenance records on time.
2. Load and unload materials as directed; carry out planned site preparation for large equipment (crane, pump); be able to supply crews with requested materials in an orderly safe and timely manner.
3. Be able to direct traffic, public, and subcontractors to the required areas; be able to maintain the site following the site-specific plan.
4. Maintain site organization, site clean-up, maintain barriers and fences; safely remove snow and coordinate dumpster removal.
5. Be aware of, understand and follow the \_\_\_\_\_ safety culture, particularly the use of hardhats, safety glasses, ear plugs, dust masks, reflective clothing, and assigned harnesses.
6. Perform any other duties as assigned.

**Education:** High School diploma or equivalent.

**Preferred Education:** High School diploma

**Minimum Experience:** No prior experience required.

**Preferred Experience:** 2 years General Laborer experience.

<b>Attributes:</b>	Organization Skills	Flexibility
	Good Judgment	Adaptability
	Communication Skills	Time Management
	Focused	Dependable
	Thorough	Consistent
	Attention to Detail	Attentive Listener
	Results Oriented	Mechanical Attributes

**Administrative Skills:** Strong organizational skills.  
Ability to communicate effectively with all levels.  
Ability to follow policy and procedures.  
Ability to exercise independent judgment.  
Ability to function in a high paced environment.

**PHYSICAL DEMANDS**

ACTIVITY	FREQUENCY				ACTIVITY	FREQUENCY			
	N	O	F	C		N	O	F	C
<b>Time Spent</b>					<b>Vision/Dexterity</b>				
Spend Time Sitting		X			Manual Dexterity			X	
Spend Time Standing				X	Finger Dexterity			X	
Spend Time Walking			X		Wrist-Finger Speed		X		
Spend Time Bending or Twisting the Body			X		Peripheral Vision			X	
Spend Time Kneeling, Crouching, Stooping, or Crawling			X		Far Vision			X	
Spend Time Climbing Ladders, Scaffolds			X		Visual Color Discrimination		X		
Spend Time Keeping or Regaining Balance		X			Depth Perception			X	
Spend Time Making Repetitive Motions			X		<b>Skills</b>				
<b>Lift/Carry</b>					Reading Comprehension		X		
Lift/Carry 10 lbs or less				X	Writing		X		
Lift/Carry 11-15 lbs				X	Letters and Memos	X			
Lift/Carry 16-20 lbs				X	Electronic Mail	X			
Lift/Carry 21-40 lbs				X	Speaking			X	
Lift/Carry 41-50 lbs			X		Public Speaking		X		
Lift/Carry 50-100+ lbs		X			Active Listening			X	
<b>Push/Pull</b>					Complex Problem Solving		X		
Push/Pull 12 lbs or less				X	Contact With Others				X
Push/Pull 13-20 lbs				X	<b>Exposure</b>				
Push/Pull 21-40 lbs				X	Very Hot or Cold Temperatures			X	
Push/Pull 41-100 lbs		X			Exposed to High Places			X	
					Exposed to Hazardous Conditions			X	
					Exposed to Disease or Infections	X			
					Sounds, Noise Levels Are Distracting or Uncomfortable			X	
					Exposed to Whole Body Vibration		X		
					Operating Vehicles, Mechanized Devices, or Equipment			X	

**Key:**

**N** – Never

**O** – Occasionally; 1-33% of time

**F** – Frequently; 34-66% of time

**C** – Constantly; 67-100% of time