

JOB TITLE: Shop Laborer
REPORTS TO: Maintenance Supervisor
EXEMPTION STATUS: Non-Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: April 8, 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 Shop Laborer of _____.

BASIC FUNCTION

The basic function of the Shop Laborer is to perform duties related to shop maintenance.

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.
- Keep shop clean and organized daily.
- Perform general maintenance of tools and equipment.
- Check, clean, and inspect all tools and equipment prior to disbursing and upon returning.
- Wash/Rinse outside of vehicles as needed to maintain professional appearance.
- Monitor and stock inventory in proper working order for projects upon notification from Supervisor.
- Monitor tool/equipment check-in/check-out sheets daily.
- Perform minor repairs on tools to OSHA standards as necessary prior to being used.
- Deliver and pick-up equipment to and from job sites within a timely fashion upon notification from Supervisor or Project Manager.
- Coordinate and order job site equipment upon notification.
- Administer and maintain non-DOT preventative maintenance program.
- Ensure all vehicles and equipment is fully fueled prior to being used and a spare fuel tank with appropriate equipment will be provided.
- Monitor check-in/check-out of fall protection making sure that employees are/are not trained.
- Maintain security of shop and contents daily.
- Performs tasks safely and doesn't attempt to complete without the proper training.
- 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

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards.
- Required: Medical card
- Required: Completion of OSHA 10 Hour, First Aid/CPR, Forklift and Aerial certification within the first year of employment.
- Preferred: CDL

EXPERIENCE

- Required: 2-4 years experience in a construction related field

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the general construction industry and the sub trades.
- Knowledge of DOT and OSHA.
- Mechanical aptitude to troubleshoot equipment repair problems.
- Understands the basics of gasoline and diesel engines along with some hydraulic knowledge.
- Demonstrates basic math skills.
- Working knowledge and identification of tools and equipment used in the construction industry.
- Familiarity with regulatory rules (insurance cards, inspection forms, hazards, etc.)
- Ability to communicate with Project Managers, Supervisors, field associates, office staff, rental companies, and part and supply vendors.
- Ability to perform tasks and follow directions assigned by the Maintenance Supervisor accurately and within the specified timeframe.
- 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.
- Knowledge of Microsoft Office Applications and basic computer skills.
- Ability to communicate with basic understanding of the English language.
- Excellent written and verbal communication skills.
- Ability to operate and demonstrate all equipment in a safe manner.
- 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 Shop Laborer's job.

While performing the responsibilities of the Shop Laborer's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones. Must be able to lift up to 75 pounds.

WORK ENVIRONMENT

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

While performing the duties of this job, the associate is often exposed to moving mechanical parts and vehicles. The employee 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 Shop 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.