

JOB TITLE: Laborer
REPORTS TO: Superintendent
LAST UPDATED: April 30, 2014

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 Laborer of Altmann Construction Company, Inc.

BASIC FUNCTION

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

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Turn in bi-weekly timesheets by Friday at 5:00 pm to superintendent or foreman or on website.
- 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-outs in designated areas as assigned with respect towards equipment, property, and safety.
- Assist trade persons such as: concrete finishers, masons, and carpenters in any construction related activities.
- Mark cutting and assembly lines on materials, using a pencil, chalk, and marking gage.
- Cut materials to prescribed measurements, using appropriate tools.
- Assemble cut materials and fasten them together with proper fasteners.
- Assist heavy equipment operators to secure attachments to equipment, signal operators to guide them in moving equipment and provide assistance in other activities.
- Assist in installation of all roofing related applications.
- Assist in erecting framework for structures including decking and sheathing.
- Assist in the lay out, build, and installation of stairs, partitions, and case work.
- Assist in fitting and installing prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim, and finish hardware.
- Assist in lay out, forming, grade prep, pouring, and finishing concrete.

- Assist in erecting scaffolding and ladders for assembling structures above ground level.
- Keep project site clean and organized.
- Maintain barriers and fences and assist in safely removing snow.
- Ensure vehicles and equipment is cleaned and maintained after usage.
- Perform vehicle and equipment inspections daily and report items as necessary to the Superintendent.
- Supply crews with requested materials
- Load and unload construction materials, and move materials to designated work areas.
- Erect and dismantle concrete forms, and scaffolding as required.
- Assist masons by stacking masonry related materials and mixing mortar.
- Tend or feed machines or equipment used in construction, such as mixers compressors, pumps, etc.
- Operate and handle a 90 pound jackhammer.
- Pound metal or wood stakes with a 14 pound mall.
- Demolish concrete or block with a 14 pound mall.
- Lift plywood overhead onto roof.
- Pound nails.
- Operate pneumatic hammers, vibrators and tamers as directed.
- Maintain equipment and tools in good condition with all safety guards and features in place when in operation.
- Utilize tools and equipment trained to operate and requests training when needed.
- Ensure proper signing in/out procedures are 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.
- Perform tasks safely; do not attempt to complete without the proper training.
- Know location of first aid kit, fire extinguishers, 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, and behavior).
- Upholds the values and missions of Altmann Construction Company, Inc.
- All other duties 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 are required according to the company tool policy.

EXPERIENCE

- Minimum: No prior experience required.
- Preferred: 1-2 years experience in construction industry.
- Preferred: 2 years General Laborer experience.
- Required: General knowledge of the construction industry.

ATTRIBUTES

- Organization Skills
- Time Management
- Communication Skills
- Attention to Detail
- Mechanical Attributes
- Flexibility
- Focused
- Consistent
- Dependable
- Result Oriented
- Good Judgment
- Thorough
- Adaptability
- Attentive Listener

SKILLS, KNOWLEDGE, AND ABILITIES

- General knowledge of tools used in various trades.
- Knowledge of the general construction industry and the sub trades.
- Ability to communicate with Project Managers, Superintendents, Subcontractors, fellow associates and all project site visitors.
- Ability to perform tasks and follow directions assigned by the Superintendent 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 Laborer's job.

While performing the responsibilities of the 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 100 pounds or more frequently.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the 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 Laborer's position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.