

SOUTHEAST PIPE SURVEY, INC.

Job Description

Job Title: Laborer

Exempt (Y/N):	No	Supervisor:	Field Supervisor/Crew Leader
Prepared by:	Jean Rountree	Date:	08/18/04
Approved by:	Willis A. Thornton	Date:	08/18/04
Pay Grade:			

SUMMARY:

The basic function of the Laborer is to install, repair, and rehabilitate sewer and water lines.

AUTHORITY AND REPORTING RELATIONSHIPS:

The Laborer at Southeast Pipe Survey, Inc. is hired by, and reports to the Crew Leader.

The Laborer has the authority to operate company equipment as necessary to accomplish his tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Laborer's responsibilities include but are not limited to:

- Present a professional image of Southeast Pipe Survey, Inc. to customers, fellow employees, and the general public.
- Assure that the work is of top quality in every respect.

THE LABORER'S DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Be sure the truck is fueled up.
- Wash the vehicles and equipment as required to keep them clean and in good repair.
- Know the location of all tools to prevent loss or theft.
- Get all necessary supplies for Monday when the crew is at the office on Friday.
- Know and adhere to all company policies and procedures.
- Know and adhere to appropriate OSHA regulations.
- Review this job description at least annually and make recommendations for improvement to the Crew Leader.
- Any other duties that the Foreman/Crew Leader may request from time to time.

MEASURES OF PERFORMANCE:

The Laborer will be deemed to be performing satisfactorily when;

- Work is excellent quality.
- Demonstrates knowledge of all construction activities without repetitive or daily instructions.
- Works well with others.
- Has achieved the over all satisfaction of the Field Supervisor /Crew Leader.

QUALIFICATION REQUIREMENTS:

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and /or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence. Ability to speak effectively before customers and other employees of Southeast Pipe Survey, Inc. and its sub-contractors.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Candidate must have the ability to enforce problem solving policies.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Drivers License
Flagger Certification

OTHER SKILLS and ABILITIES:

Ability to operate equipment, including heavy equipment, forklifts, and bobcat.
Working knowledge of OSHA regulations to assure safety.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle or feel, reach with hands or arms, talk or hear, climb or balance, and stoop, kneel, crouch, or crawl.

The Laborer must regularly lift or move up to 50 lbs. and occasionally lift or move up to 100 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the Laborer frequently works in outdoor weather conditions and in extreme heat and cold. Regularly works in wet or humid conditions and is subjected to vibration. Occasionally works in high, precarious places and is exposed to fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

ACKNOWLEDGMENT:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

I have read and understand the Job Description for Laborer for Southeast Pipe Survey, Inc. I also understand that management retains the right to modify this job description at any time.

_____ Dated: _____
Laborer

_____ Dated: _____
Manager