



Requirements: Recruit/Laborer/Concrete Technician

❖ **Introduction**

- This job description outlines the basic function, reporting relationships, position requirements, responsibilities, duties and measurements of performance for the position of concrete laborer at Custom Concrete Contracting, Inc.

❖ **Rate of Pay**

- \$20 to \$36 per hour, depending on experience, talents and ambition.

❖ **Basic Function**

- Performs tasks involving physical labor at residential, commercial, civil, industrial or agricultural projects. May operate hand and power tools of all types; air hammers, tampers, cement mixers, surveying and measuring equipment, and a variety of other tools and equipment.
- May excavate and prepare sites, dig trenches, set forms or braces, clean up rubble and debris.
- Assists concrete finishers in placing concrete.
- Cleans and maintain tools, trucks and equipment.
- Other duties as assigned.

❖ **Reporting Relationship**

- The laborer reports directly to the crew leader or concrete finisher in absence of a crew leader.

❖ **Position Requirements**

➤ **Education:**

- Required: Completed tenth grade of high school.
- Preferred: High School diploma or equivalent.

➤ **Licenses/Certifications**

- Required: Valid driver's license and a good driving record.
- Preferred: Ability to operate a manual transmission.

➤ **Experience**

- Required: None required.
- Preferred: One year or more of construction related experience.

➤ **Duties & Responsibilities**

- Abide by Standard Operating Guidelines (SOG).

➤ **Skills/Knowledge/Abilities**

- Required: Ability to determine the right kind of tool and equipment needed to do a job.

- Preferred: Same as above with the basic knowledge of the concrete construction industry.

➤ **Mental**

- Required: Ability to use basic measuring tools in English; measure accurately.

➤ **Physical**

- Body Position: Must be able to sit, stand, and walk for extensive periods of time.
- Body Movement: Must be able to stoop, kneel, crouch, crawl and have full use of hands, fingers and arms. Ability to occasionally lift moderate to heavy loads.
- Vision: Specific vision abilities required by this job include close vision, distance vision, peripheral, depth perception and the ability to adjust focus rapidly.

➤ **Working Environment**

- Required: This person will work on job sites that can be hot in the summer and cold in the winter, hazardous, noisy and dusty. Other outside efforts may entail working in rain, sleet and snow.

➤ **Measurements of Performance**

- The concrete laborer shall be deemed to be performing in a satisfactory manner when the following has been met or exceeded:
 - Arrives promptly and begins working productively throughout each scheduled workday.
 - Demonstrates an open, cooperative and constructive attitude and provides support to and cooperates with others on team.
 - Accepts constructive criticism and shows an interest in learning the concrete construction industry.
 - Jobs are performed in a safe manner. Uses Personal Protective Equipment (PPE) as required.
 - All job-related incidents and accidents have been reported to the crew leader immediately.
 - Tools and equipment are operated within reasonable tolerances.
 - Tools and equipment are kept clean, maintained, and placed in the appropriate places. Trucks are kept clean and maintained.

❖ **Acknowledgements**

- This job description is intended to serve as a listing of the requirements for the position and the responsibilities and duties to be performed. This job description in no way implies a contractual agreement between the signer and the company. Management retains the right to change any portion of this job description at any time.
- I have reviewed and understand the above job descriptions and believe it to be accurate and complete. I also agree that management retains the right to change this job description at any time.

Employee Signature: _____ Date: _____

Company Representative: _____ Date: _____