
Task and Duty List – Laborer

1.0 PURPOSE

- 1.1. The purpose of this operating procedure is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Laborer of SMI Services, LLC.

2.0 BASIC FUNCTION

- 2.1. The basic function of Laborer is to perform basic to semi-skilled manual activities relating to individual projects in compliance with industry standards, codes and Company Policy regarding erosion control, construction site cleaning, grounds or equipment.

3.0 REPORTING RELATIONSHIPS

- 3.1. The Laborer reports directly to, and is fully accountable to the Director of Operations or his/her designee (Foreman or Driver/Crew Leader).
- 3.2. No position(s) report directly to the position of Laborer:

4.0 JOB REQUIREMENTS

- 4.1. To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The list below is representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.2. EDUCATION

- 4.2.1. Required: None
- 4.2.2. Preferred: High school diploma or equivalent

4.3. LICENSING/REGISTRATION/CERTIFICATION

- 4.3.1. Required: None
- 4.3.2. Preferred: Valid Driver's License

4.4. EXPERIENCE

- 4.4.1. Required: One year of experience as a Laborer in a construction industry.
- 4.4.2. Preferred: Three or more years of experience as a Laborer in erosion control industry.

4.5. SKILLS, KNOWLEDGE, AND ABILITIES

- 4.5.1. Demonstrated ability to effectively perform soil grading, planting grass seed, sod, installing silt fence, and other erosion control in an efficient manner.
- 4.5.2. Ability to respond to common inquiries and instructions from supervisors.
- 4.5.3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

Task and Duty List – Laborer

- 4.5.4. The mechanical abilities of this position are extremely broad; that is, the ability to safely operate tools and equipment such as shovels, rakes, brooms, hand tools, etc.
- 4.5.5. Must be “alert” and able to quickly and appropriately respond to various job related questions.
- 4.5.6. Ability to effectively deal with supervisors, employees, and customers on a regular basis.
- 4.5.7. Knowledge of the erosion control industry and terms.
- 4.5.8. Ability to effectively communicate, in English, both verbally and in writing is required. Bilingual communications in English and Spanish is preferred.

4.6. PHYSICAL

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

- 4.6.1. **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, crouch, stoop, kneel, and/or climb for prolonged periods of time. He/she may also be required to talk and/or listen for periods of time face to face. Must be able to work on ladders and roofs.
- 4.6.2. **BODY MOVEMENTS:** The employee must have a full range of body movements including use of hands to finger, handle, or feel objects, tools, and equipment; and bending, reaching, climbing, and crouching.
- 4.6.3. **BODY SENSES:** Must have command of all five senses, sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to shift in focus from drawings to tools and materials and to judge distances.
- 4.6.4. **STRENGTH:** Must have the ability to lift 50 pounds with regularity and up to 100 pounds on occasion. Must also have the ability to carry these weights for short distances and to handle bulky materials.

4.7. WORKING CONDITIONS

- 4.7.1. This position will be working primarily outdoors at jobsites and to rarely run errands to suppliers and vendors. The employee will encounter varying temperatures and high humidity. The normal auto travel hazards will apply. Travel will be in all types of weather including heavy rain and below freezing temperatures with snow conditions. Employee will also be exposed to work around moving equipment and may be exposed to dust and or fumes at jobsites.
- 4.7.2. The noise level in the work environment is usually moderate.

5.0 AUTHORITY

- 5.1. The Laborer is authorized to take any reasonable action necessary to carry out the responsibilities assigned so long as such action does not deviate from established corporate policy and/or industry standards.

6.0 TASKS AND DUTIES

The duties and responsibilities of the Laborer include, but are not limited to:

Task and Duty List – Laborer

- 6.1. Possess and performs proper use, knowledge and care of Company tools and equipment
- 6.2. Reports to work every day that work is available
- 6.3. Comply with Company policy and work safely
- 6.4. Wear safety gear such as Safety Glasses, Boots, etc.
- 6.5. Performs and maintains clean and safe jobsite
- 6.6. Assist other personnel with general manual work as directed
- 6.7. Keep accurate time and jobsite records
- 6.8. Follow written and verbal instructions, diagrams and drawings
- 6.9. Perform the following tasks as required
 - 6.9.1. Clean Vehicles
 - 6.9.2. Pick up all tools every day at jobsite
 - 6.9.3. Pick up jobsite grounds
 - 6.9.4. Perform work on jobsites
 - 6.9.5. Perform custodial duties for shop/office
 - 6.9.6. Work as scheduled as laborer on construction sites
- 6.10. Other duties/responsibilities that may be assigned by the Director of Operations from time to time.

7.0 STANDARDS OF PERFORMANCE

The Laborer shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- 7.1. Follows and adheres to all industry and Company safety policies
- 7.2. Reports for work as scheduled
- 7.3. **CONSTANTLY STRIVING FOR TOTAL CUSTOMER SATISFACTION.**
- 7.4. Uses proper care for Company tools and equipment
- 7.5. Displays proper representation of Company (code of ethics/conduct/dress)
- 7.6. Adheres to Company policies
- 7.7. Performs directed work assignments within industry and company standards
- 7.8. Anticipates needs of supervisors and others that he/she is assisting
- 7.9. Performs heavy manual labor without complaint for prolonged periods
- 7.10. Strives to improve job skills and to learn trade

Task and Duty List – Laborer

7.11.Follows the instructions/requests of the Forman

7.12.Meets or betters established deadlines and schedules

8.0 ACKNOWLEDGMENT

POSITION: Laborer

DATED: _____

I have **reviewed** and **understand** the above job description and believe it to be **accurate** and **complete**, and I can **successfully fulfill** each duty or task. I also agree that management retains the right to change this job description at any time.

Employee's Signature

Date

Director of Operations

Date