

RQ CONSTRUCTION, LLC.

Job Description

Position Title:	Carpenter/General Laborer
Department:	Trade Services - Operations
Type of Position:	Part-Time, Prevailing Wage
FLSA Status:	Non-Exempt
Report Structure:	Reports to the assigned Superintendent. This position has no direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for performing tasks that involve physical labor and carpentry at a construction site using hand and power tools of all types. This position may also assist other craft workers in their duties, while also cleaning and preparing sites, digging trenches, setting braces for support, erecting scaffolding, cleaning up rubble and debris, and removing other non-hazardous waste materials. In addition, this position may operate one or several types of power construction equipment, as well as repairing and maintaining all equipment as appropriate. This is all to be done using the appropriate equipment and implementing the required safety practices in support of RQ's Mission, Vision, and Values.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Tends to machines, tools, equipment, daily cleaning and storing of material on site, including lubricating and cleaning daily.
2. Mops, sweeps, cleans site, cleans trailer, and lay down yard at the project site.
3. Controls traffic passing near, in, or around work zones.
4. Cleans or prepares construction sites to eliminate possible hazards.
5. Signals equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
6. Reads plans, instructions, or specifications to determine work activities.
7. Digs ditches or trenches, backfill excavations, and compact and level grade specifications, using picks, shovels pneumatic tampers, and rakes.
8. Erects and disassembles scaffolding, shoring, braces, traffic barricades, ramps and other temporary structures on site.
9. Grinds, scrapes, sands, and cleans as directed.
10. Maintains SWPP around the site daily.

11. Assists assigned supervisor with installation of sewer, water, and storm drain pipes.
12. Installs and maintains weather protection.
13. Installs and maintains temporary partitions, guardrails, and any other safety related support/implementation.
14. Installs minor finish and punch list items at the direction of RQ supervision.
15. Assists with measuring and layout of site and construction work being performed as assigned.
16. Provides assistance to other trades, as assigned and as able.
17. Performs physical activities that require considerable use of arms and legs and moving the whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
18. Operates heavy equipment, including, but not limited to: forklift, bobcat, jackhammer, drills, etc.
19. Attends daily meetings with foremen and all other required project meetings.¹
20. Performs other duties as assigned and agreed upon with supervisor.¹

Total Time = 100%

QUALIFICATIONS: (Knowledge, skills, abilities, and other characteristics needed to perform job)

- Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Demonstrates skills for determining causes of operating errors and deciding what to do about it.
- Demonstrates skills in repairing machines or systems using the needed tools.
- Ability to communicate with supervisor and peers.
- Ability to come up with a number of ideas to solve problems.
- Ability to generate or use different sets of rules for combining or grouping in different ways.
- Demonstrates a motivation to set and maintain high quality standards by paying attention to detail and maintaining a high level of dependability and integrity in all business practices.

¹ This is considered a marginal function as defined by the Americans with Disabilities Act, meaning: 1) It is not one of the primary reasons that the position exists, 2) It does not require expertise to perform, and 3) There are other employees available who could perform the function, if needed. This duty is still required to be performed in this role, however.

- Demonstrates self-control to maintain composure, and the cooperation to function within a team and with all required work direction to maintain a safe and functional project site.
- Demonstrates a consistent commitment to RQ's Mission, Vision, and Values.

EDUCATION & EXPERIENCE:

- A high school diploma or GED is the preferred minimum formal education for this position.
- Five or more years of experience with carpentry required (can be a combination of rough, finish carpentry).
- Two or more years (or equivalent) field or trade work experience in a commercial, or facilities operations setting is required; government, military, or large commercial construction experience preferred.
- CPR and First Aid Certifications preferred; Specific training or certificates in the following preferred:
 - Forklift/Manlift training and certificate
 - Trenching and shoring training
 - Fall protection training
 - Confined space training
 - Lockout/Tagout training
 - Scissor lift/boom lift certificate
 - EM-385 40-hour
 - OSHA 10-hour
 - OSHA 30-hour

COMPETENCIES REQUIRED:

- **Communicating with Supervisors or Peers** - Providing information to supervisor or co-worker in person, written form, e-mail, or in person (e.g., signaling directions or warnings to coworkers)
- **Performing General Physical Activities** - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials (e.g., climbing scaffolding, etc.).
- **Handling and Moving Objects** – Using hand and arms in handling, installing, positioning, and moving materials, and manipulating things (e.g., assisting trades craft workers; fastening attachments or accessories to equipment, etc.)
- **Inspecting Equipment, Structures, or Materials** - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Getting Information** - Observing, receiving, and otherwise obtaining information from all relevant sources (e.g., reading work order and instructions to ensure compliance with project requirements, etc.).
- **Identifying Objects, Actions, and Events** - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events (e.g., understanding construction specifications, etc.).
- **Operating Vehicles, Mechanized Devices, or Equipment** – Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts.

WORKING CONDITIONS:

While working on the jobsite, individuals will be outside on an active construction site and in a trailer with job site management team. Job walks and inspections outdoors are required. Jobsite appropriate attire is necessary. Flexibility to work outside normal business hours and travel to project job sites will be required.

Excellent individual performance is expected. Company goals will be realized through dedicated teamwork pursuing Company objectives.

PHYSICAL DEMANDS:

May be required to lift up to 80 lbs. Requires both indoor and outdoor work. Basic indoor work will include sitting, walking, climbing stairs, kneeling, bending, and operating office equipment that is hand operated. Job site work will require frequent exposure to the outdoors, some in extreme weather conditions, with strenuous physical requirements, including walking, climbing stairs, lifting, scaffolding, maneuvering around small obstacles, moving through cramped quarters, continuous bending and kneeling, etc. It requires constant use of hands to handle, control, or feel objects, tools, or controls, may include some exposure to hazardous materials and equipment, and can include exposure to sounds and noise levels that are distracting or uncomfortable. It requires continuous, concentrated mental and visual effort to plan and perform complex work. Driving may be required – must have valid driver's license for three or more years; proof of automobile liability insurance required when driving personal vehicle.

WITHHELD AUTHORITY:

This position seeks approval from the Superintendent for all decisions.

