

RQ CONSTRUCTION, LLC.

Job Description

Position Title:	Concrete General Laborer
Department:	Self-Perform Operations
Type of Position:	Full-Time
FLSA Status:	Non-Exempt, Prevailing Wage on federal projects
Report Structure:	Reports to the assigned Foreman. This position has no direct reports.

GENERAL SUMMARY/ESSENTIAL PURPOSE:

This position is responsible for performing tasks that involve physical labor at a construction sites 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.

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Duty Description

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 and directs concrete trucks.
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. Fabricates concrete beams, columns, and panels appropriate for assigned project.
12. Assists with building and position forms for pouring concrete, and dismantles forms after use, using saws, hammers, nails.
13. Assists with smooth and finish freshly poured concrete, using floats, trowels, screeds.
14. Loads and unloads building sand site material on site.
15. Shovels cement and other materials into portable cement mixers, and mixes, pours, and spreads, if assigned.
16. Assists with measuring and layout of site and construction work being performed as assigned.
17. Provides assistance to other trades, as assigned and as able.
18. 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.
19. Operates heavy equipment, including, but not limited to: forklift, backhoe, dump truck, trencher excavator, bobcat, skidsteer, jackhammer, drills, loader, etc.
20. Attends daily meetings with foremen and all other required project meetings.
21. Performs other duties as assigned and agreed upon with supervisor.

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.
- 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.
- Two or more years (or equivalent) field or trade work experience in a commercial, or facilities operations setting is desired, but not required; government, military, or large commercial construction required. Concrete/ ICF experience preferred.
- Spanish-English bilingual skills desirable.
- CPR and First Aid Certifications required; Specific training or certificates in the following preferred:
 - Trenching and shoring training
 - Fall protection training
 - Confined space training
 - Forklift/Manlift training and certificate
 - Lockout/Tagout training
 - Scissor lift/boom lift certificate
 - EM-385
 - OSHA 10-hour
 - OSHA 30-hour

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, outdoor 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.

I have read and understand the essential requirements of this Job Description and have addressed any concerns or questions with the Director of Self Perform. I understand that this Job Description may not cover all the duties and responsibilities I may be required to perform in my position. I also understand that this Job Description does not create an employment contract, implied or otherwise, and that RQ Construction, LLC. is an "at-will" employer.