

Faddis Concrete Products **Job Description**

Job Title: General Laborer

Department:

Reports To:

FLSA Status: Non-Exempt

Prepared By:

Prepared Date:

Approved By:

Approved Date:

Summary Assists in concrete plant activities by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs any duties necessary for production such as: tie cages, bend rebar, shovel concrete, vibrate, finish, and patch concrete

Assembles forms for stripping and re-use

Operates crane and forklifts

Operates concrete bucket for mixing and pouring concrete

Use of small tools such as grinders, impact guns, and cut off saws

Cleans around work areas to maintain safe working environment

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills - Focuses on problem resolution, not blaming; Listens to others without interrupting; Keeps emotions under control;

Oral Communication - Listens and gets clarification; Responds well to questions;

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests;

Cost Consciousness - Conserves organizational resources.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values;

Professionalism - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows direction.

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary; Completes tasks on time or notifies appropriate person.

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

Mathematical Skills

No skills needed

Reasoning Ability

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

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 regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

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 duties of this Job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to extreme cold; extreme heat. The noise level in the work environment is usually moderate.