



Job Description

1495 Columbia Ave. Bldg. 2 * Riverside, CA 92507

t: 951-684-1909 * f: 951-684-1984

Title:	Laborer
Report To:	Job Superintendent
Hours:	Hours and locations vary. Night and out of town work sometimes required
Attendance:	Regular attendance is a requirement of this job
Dress:	Work boots, long pants and company provided shirt. Must comply with OSHA, customer and Harco minimum safety standards.

QUALIFICATION REQUIREMENTS

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and 1 - 2 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to communicate effectively to customers, vendors and employees.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight and measurement, volume and distance.

REASONING SKILLS

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.

EMPLOYEE SUPPLIED TOOLS

- Vehicle (Proof of Insurance)
- Valid Driver's License

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operate digging shovel, flat shovel, rake and broom.
- Able to wheel and unload concrete from wheelbarrow.
- Keep jobsite "critical" areas clean.
- Keep construction staging areas organized and clean.
- Direct and work alongside temp labor.
- Prepare dowels, drill and place dowels for concrete trenches.
- Prepare Visqueen barriers and coverings as needed.
- Able to handle and place steel trench covers.



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- Able to operate the following tools as trained:
- Rotomhammer, drill motor, Skillsaw, demo Hammer, 90# air jack hammer, Demo saw, flat saw, metal cut-off saw.
- Able to operate forklift and scissor lift as trained.
- Able to level and install restroom accessories.
- Able to cut plywood and 2x4's for trench cover materials.
- Communicate to supervisor any defective or unsafe tools and equipment.
- Inventory received items for vendors, clients and Harco shipping and support.
- Inform Superintendent of above deliveries.
- Check in with job foreman or Superintendent when unsure of what to do or how to handle something.
- Communicate clearly and professionally with other Harco employees, clients and customers.
- Keep track of company provided tools and equipment.
- Turn in all receipts for items or materials purchased on company accounts or credit cards to supervisor.
- Maintain Time Sheet and Mileage Slips, have signed by supervisor and turn in on a weekly basis.
- Special projects as required.

Foreman / Night Supervisor (As Assigned)

- Able to read plans.
- Able to give clear direction to Harco employees.
- Able to follow-up on delegated tasks and responsibilities.
- Able to give clear direction to subcontractors.
- Able to layout and direct construction operations with subcontractors.
- Demonstrates the ability to solve problems.
- Able to make decision in pressure situations.
- Able to perform material take-offs accurately (lumber, concrete doors, etc.).
- Able to interface with inspectors, store management and client management.

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. While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear; taste and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 lbs. and frequently lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

This does not represent ALL of the essential functions of this job. Harco Group Inc. reserves the right to add, delete or change a job description at any time.