



Cow Creek Government Office

Position Description

Position Title: General Construction Laborer

Department: Housing

Reports To: Housing Director

FLSA Designation: Non-Exempt

Date Written/Revised: 11/06/2016

Salary Grade: 8

POSITION PURPOSE:

Responsible to construct, erect, install and repair structures and fixtures of many types of materials such as: wood, plywood, and wallboard, using hand tools and power tools. Prepare and clean up construction project sites.

ESSENTIAL FUNCTIONS:

- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Follow established safety rules and regulations and maintain a safe and clean environment.
- Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.
- Verify trueness of structure, . Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Build or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools.
- Assemble and fasten materials to make frameworks or props.
- Remove damaged or defective parts or sections of structures and repair or replace.
- Finish surfaces of woodwork or wallboard in houses or buildings, using paint, hand tools, or paneling.
- Work with or remove hazardous material.
- Perform minor plumbing, welding, or concrete mixing work.
- Operate jackhammers and drills to break up concrete or pavement.
- Place, consolidate, and protect case-in-place concrete or masonry structures.
- Position, join, align, and seal structural components, such as concrete wall sections and pipes.
- Signal equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials.
- Smooth and finish freshly poured cement or concrete, using floats, trowels, screeds, or powered cement finishing tools.
- Clean and prepare construction sites to eliminate possible hazards.
- Erect and disassemble scaffolding, shoring, braces, traffic barricades, ramps, and other temporary structures.

- Install sewer, water, and storm drain pipes, using pipe-laying machinery and laser guidance equipment.
- Load, unload, and identify building materials, machinery, and tools, and distribute them to the appropriate locations, according to project plans and specifications.
- Read and interpret plans, instructions, and specifications to determine work activities.
- On occasion will supervise small crews of workers.
- All other duties as required.

QUALIFICATIONS:

- High School Diploma or GED Certificate.
- 3-5 yrs experience working in the Construction Industry.
- Ability to work from construction specifications or blueprints.
- Ability to understand and carry out written and oral instructions.
- Ability to perform manual work requiring periods of extensive physical exertion and potential exposure to adverse weather conditions.
- Ability to look beyond the standard solutions.
- Analytical/mathematics skills are essential.
- Ability to identify and correct conditions that affect employee safety.
- Current and valid Oregon Drivers License with the ability to qualify for the Cow Creek Government Office Drivers Program.

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Position Minimum Requirements

{Continuous - 67-100% of the day. Frequent -- 34-66%. Occasional -- 6-33%.
Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Occasional**

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?)
Frequent

3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Occasional**

4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Yes Frequently**

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Occasionally up to 100#s**

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **Occasionally up to 500#s**

7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Frequently**

8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **Occasionally from the knees**

9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **Occasionally from the waist**

10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?)
Occasionally

11. CRAWLING - (Surface? Frequency? Distance?) **Occasionally**

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.) **Position is performed inside a temperature-controlled facility as well as outdoors. Exposure to smoke, dust, noise, communicable diseases is always present. Works with extreme heat/cold. Works around moving mechanical parts, High-pitched noises, potential electrical shock**

<input type="checkbox"/> Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/> Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/> Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input checked="" type="checkbox"/> Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/> Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

HR REPRESENTATIVE

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.