



JOB DESCRIPTION

JOB TITLE:	Construction Laborer	JOB CODE:	
DEPARTMENT :	Production	FLSA STATUS:	Non-Exempt, Hourly
REPORTS TO:	Senior Superintendent	EEO CODE:	Laborer
		EFFECTIVE DATE:	August 31, 2016

POSITION SUMMARY

Keep a clean and safe jobsite; prepare buildings for various stages of construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. HOME OWNER ORIENTATION AND CUSTOMER SERVICE
 - Deliver product meeting Westcott prescribed standards.
 - Team with corporate staff to ensure construction site meets expectations.
 - Help create a total quality culture within entire company.
2. JOB SITE MAINTENANCE
 - Maintain a clean and orderly job site.
 - Rough inspection sweeps.
 - Pre- and post-stage clean ups.
 - De-ice and shovel snow on driveways or buildings as necessary.
 - Dig and prep for utility connections.
 - Install and remove temporary sidewalks as necessary.
 - Assist in SWPPP preparation and clean up.
3. SCHEDULING
 - Maintain established schedule to ensure a smooth flowing production process.
 - Report any problems, damage, and oversights to Senior Superintendent or Superintendent.
 - Maintain integrity of schedule and report delays, with solutions, to Senior Superintendent or Superintendent.
4. JOBSITE SAFETY
 - Read and know jobsite safety plan.
 - Attend regular weekly safety meetings.
 - Report safety violations to Senior Superintendent or Superintendent.



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5. JOBSITE CONDITIONS AND EQUIPMENT

- Assist in the use, storage, maintenance and security of all company equipment and materials on site.
- Assist in the direction of daily jobsite clean-up.

6. PAPERWORK

- Maintain all jobsite paperwork and records. Turn in and report to Senior Superintendent or Superintendent.

7. GENERAL

- Maintain good relations with employees and trades.
- Notify Senior Superintendent or Superintendent of jobsite issues and participate in solutions.
- Complete other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational skills and detail oriented.
- Outstanding customer service and people skills.
- Excellent verbal and written communication skills.
- Ability to multitask and prioritize.

WORKING ENVIRONMENT

The environment and demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. All reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions to the extent those accommodations do not create a burden for the company as employer.

Physical Demands: 1) employee is frequently required to stand, walk, or sit for extended periods; 2) frequently required to talk and/or hear; 3) occasionally lift and/or move objects up to 40 pounds; 4) occasionally required to stoop, kneel, or crouch; 5) frequently uses hands and fingers to handle, feel or move objects, tools or controls, to reach with hands and arms, and to write; 6) vision abilities include close, color, and peripheral vision as well as depth perception, the ability to adjust focus, and the ability to read; 7) the noise level in this environment is usually quiet to moderate, although noise levels at field jobsites can vary tremendously and become loud.

Tools and Equipment Used: 1) smartphone; 2) tablet or other devices for scheduling software; 3) first aid equipment and fire extinguisher; 4) tools.