



Shop Skilled Laborer

Department: Equipment	Approved by: COO
Reports to: Shop Foreman	Revision Date: August 15, 2017
FLSA Status: Non-Exempt	Supervisory Role: No

Essential Duties and Responsibilities

Provide support and assistance to other skilled crafts working on project by performing the following duties:

- Clean construction crew trucks, tools, work areas and equipment. Keep the shop and yard free of debris, clean, neat and orderly.
- Inventory shop stock and supplies. Put stock away.
- Load and unload equipment and materials
- Run errands to pick up parts for mechanics.
- Maintain equipment (i.e. change filters, perform inspection of forklifts, etc.).
- Perform light mechanical duties.
- Assist office personnel when required.
- Perform pressure washing and equipment cleaning
- Delivers metal parts or stock to designated work areas for machining.
- Lifts metal part or stock onto machine and secures it on machine table, in chuck, or holding fixture to assist in setting up machine.
- Adds coolant to reservoirs of machines and lubricates machine parts and ways.
- Reclaims cutting and lubricating oils from machines and disposes following established procedures.
- Separates metal shavings, chips, and scrap materials from trash and places them in bins for resale.
- Removes burrs or excess metal from machined parts.
- Perform all duties in a safe manner.

Qualifications, Education, Experience and Certifications

- High school diploma or G.E.D. or an equivalent combination of education and training
- Clean Driving Record
- Basic math skills
- Two or more years' experience and or training using the following equipment: Power Washer, Power Saws and Drills, Forklift.

Physical Demands and Work Environment

- Will be exposed to outside weather conditions, be prepared for extreme heat and cold
- May at times be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electric shock; loud noise level and vibration.
- Regularly lift and/or move up to 100 pounds. Required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl and talk or hear
- Specific vision abilities required include close, distance, peripheral, depth perception and ability to adjust focus
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

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Competencies

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

- Adaptability
- Attendance and punctuality
- Communication
- Cooperation
- Job knowledge
- Judgment
- Problem Solving
- Quality
- Quantity
- Safety and Security

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