

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Laborer

JOB CODE : 036403, 031404-06, 036406, 036409

DATE PREPARED : July 16, 1992

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs a variety of manual labor and equipment operation tasks as assigned depending upon job classification and specific area assigned.

DIMENSIONS

The incumbent reports to a Laborer Foreman or general foreman and has no supervisory responsibility.

NATURE AND SCOPE

1. Laborer I: Performs building and office cleanup;

Laborer II: Performs a variety of duties including general construction, cleanup, demolition, fence-building, tool attendant, gas/oil pipeline labor, window attendant, landscape gardener, ground keeper;

Laborer III: Performs duty as chuck tender, gas/oil pipeline wrapper; cement grinding machine operator; roto-scraper; sandblaster; scaler; septic tank digger/installer; tank scaler; cleaner; concrete saw man; concrete core cutter; machine tool operator for a variety of machines including pneumatic and electric tools, vibrating machines, and cement dumper;

Laborer IV: Operates jackhammers, drillers, pavement breakers, and rock slingers; lays pipe including sewer drain pipe and underground tile; performs gas/oil pipe wrapping cutting torch demolition work;

Laborer V: Operates driller, rock slinger, sandblaster; performs duties as powder man or cribber;
2. Moves office equipment within buildings;
3. Patches/drills holes in cement;
4. Maintains grounds; set posts for fences;
5. Cleans up trash within compounds and around buildings;
6. Loads materials for cement, fence, and iron work;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout work shift depending upon work assignment often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations depending upon tasks assigned;

Laborer

2. Occasional sitting while performing some duties;
3. Frequent to constant lifting, typically 1 to 25 pounds, including hand/power tools and picking up debris/trash and moving supplies; occasionally up to 50 pounds handling heavy materials/supplies, water bottles; sometimes up to 100 pounds while moving/handling large equipment (90-pound jackhammers, etc.) and moving supplies;
4. Frequent pushing/pulling exerting a force of 1 to 20 pounds using both hands/arms moving equipment/supplies and opening doors/drawers; occasionally 25 to 50 pounds force moving office furniture and equipment;
5. Occasional climbing stairs/scaffolding 3 to 12 feet while cleaning upper work areas and working on walls and roofs;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks, cleanup, and operating equipment;
7. Occasionally kneeling/crouching may occur depending on area while performing cleanup work, working around tight spaces, and working in ditches;
8. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating hand/power tools; can be extensive use of hands with gripping for shoveling; overhead reaching required; task can involve power tools that produce vibration (pneumatic tools, roto hammer, chipper, and jackhammers);
9. Constant use of sight ability with visual acuity near- and mid-range; good hand/eye coordination required for operating some power tools and drivingushman scooters; constant use of hearing required in working around hazardous areas and communicating with coworkers/supervisors;
10. Frequent use of speech ability communicating with coworkers/supervisors and in giving/receiving instructions;
11. Work may be performed in awkward positions depending upon task assigned.

Mental

1. Frequent mental alertness required while performing some tasks, especially working in/around hazardous areas or performing more detailed work;
2. Must be able to communicate verbally in order to perform routine exchanges of information and communicate with coworkers/supervisors;
3. Must be able to read/write/speak English;
4. Must be able to perform basic mathematical calculations;
5. Some tasks may require close attention to detail while operating equipment; other tasks may require minimum attention to detail while monitoring routine processes;
6. Must be able to apply established procedures and be able to perform problem-solving skills within established procedures; Laborer III, IV, and V tasks may require more problem-solving and analytical skills, especially while operating equipment;
7. Must be able to deal with working in hazardous environments and working under time constraints.

Laborer

WORKING CONDITIONS AND EQUIPMENT USED

Work may be performed indoors cleaning shops or offices in climate-controlled environment or may be performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 4,500 to 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, face shield, hearing/eye protection, back-support belt, Aati C-suit, and gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience is required for entry level Laborer I. Must be able to physically perform assigned duties.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be fitted/qualify for respirator.