**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Anyone taking this position will be expected to take on the role of Craftsperson Level 1 if necessary to facilitate one’s work load, or lack thereof
* Assist surveyor with construction including but limited to driving stakes and nails in to the ground.
* Using measurement devices as directed.
* Gather and carry as directed by surveyor.
* Work under the immediate supervision of foreman and/or superintendent.
* Safely operate construction power tools, hand tools, wacker packer, chop saw, etc.
* Position, join, align and seal structural components, such as concrete boxes, piping, etc.
* Assist in placement of concrete using shovel or rake.
* Lubricate, clean and repair machinery, equipment and tools with direction of a supervisor.
* Assist building and positioning forms for pouring concrete.
* Wreck forms after use, using saws, hammers, nails or bolts.
* Control traffic passing near, in, and around work zones.
* Dig ditches or trenches, backfill excavations and level earth to grade specifications, using picks, shovels, pneumatic tampers and rakes.
* Erect and disassemble scaffolding, shoring, braces, traffic barricades, ramps and other temporary structures.
* Load, unload and identify building materials, machinery and tools, and distribute them to the appropriate locations, as directed by the supervisor.
* Observe and comply with all safety and project rules.
* Mix and apply grout on boxes/structures.
* Perform other job duties as assigned.

**JOB REQUIREMENTS**

* Proficient in reading, writing and basic addition and subtraction.
* Attentive; willing to be his/her supervisor’s “shadow”
* Must possess some communication skills, verbal and nonverbal
* Must be aware of all surroundings whether near heavy machinery or dense traffic
* Must be able to read and write legibly
* Must have reliable source of transportation.
* Physical requirements:
  + Manually lift/carry 50-100 lbs
  + Stand, crouch, and/pr walk for long periods of time
  + Carry tools/equipment
  + Stoop, kneel, crouch, and crawl
  + Perform all required tasks during extreme weather conditions (hot/cold/wet)

**EDUCATION/WORK EXPERIENCE**

* Desired experience – 0-1 year of related construction experience.
* Siema Safety
* Flagger Certification

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**