



<b>Job Title:</b>	<b>General Laborer</b>	<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Department:</b>	Operations	<b>Date Created:</b>	October 2017
<b>Reports To:</b>	Lead	<b>Reviewed By:</b>	Asst. Ops. Manager

**POSITION SUMMARY:**

Position is responsible for basic manual labor, using a forklift to load pipe onto slings and conveyor belt and inspecting product loads and moving levers. This position is also responsible for operating the overhead traveling crane to lift, retrieve, and divert product materials and hang slings and operate overhead traveling crane to put materials and finished product into designated place.

**RESPONSIBILITIES/ACCOUNTABILITIES:** All personnel are responsible for meeting the Quality Objectives in their position/department. *Other duties may be assigned beyond the core responsibilities/accountabilities listed below.*

1	25%	Responsible for using common hand tools for a variety of industrial applications.
2	15%	Moving levers or controls that operate lifting devices, such as forklifts, lift beams with swivel-hooks, hoists, or elevating platforms, to load, unload, transport, or stack material.
3	15%	Understanding the load capacity when using hang slings.
4	15%	Inspecting product load for accuracy and safely move it around the facility to ensure timely and complete delivery.
5	10%	Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas.
6	10%	Handling overhead crane signals/gestures. Gestures must be clear and accurate and whistling signals must be loud and clear.
7	10%	Manually or mechanically loading or unloading materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required.*

1. High School Diploma or GED.
2. Valid Texas Driver's License.
3. Previous Industrial experience is a plus.
4. Forklift and operating an overhead traveling crane experience preferred.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to effectively deal with other people, especially other Company personnel, to enlist needed cooperation in implementing regulatory requirements
- Ability to work various shifts.
- Must have a team player attitude and have a commitment to SAFETY.

- Requires, at all times, wearing protective and safety equipment.
- Applicant should have knowledge and should be skilled in this field through education and work experience.

**PHYSICAL REQUIREMENTS:**

- Ability to work in heat, cold, dust, noise/vibration and confined space and hazardous conditions.
- Ability to work in a high temperature environment, working high above the ground and work in outdoor environment.
- Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
- Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
- Requires employee to occasionally lift and carry heavy objects weighing 50 – 100 lbs.

**TRAINING EXPECTATIONS:**

- Upon hire, employee will receive necessary rules and regulations.
- Every year in this position staff will attend training and continuing education as required for the position.
- Everyone is responsible for safety.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

**COMPETENCY:**

The above employee has demonstrated the capability to satisfactorily perform the responsibilities of this position after the 90-day Introductory Period.

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
Department Manager/Supervisor