

General Laborer

Reports To: Operations Manager
Department: Operations
FLSA Status: Non-Exempt



JOB 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 raw and repaired material, finished product, and other goods in designated place.

RESPONSIBILITIES/ACCOUNTABILITY:

Pipe Loader -

- Taking actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Locating underground services, such as pipes or wires, prior to beginning work.
- Monitoring operations to ensure that health and safety standards are met.
- Adjusting hand wheels and depress pedals to control attachments, such as blades, buckets, scrapers, or swing booms.
- Starting engines, moving throttles, switches, or levers, or depressing pedals to operate machines, such as bulldozers, trench excavators, road graders, or backhoes.
- Coordinating machine actions with other activities, positioning or moving loads in response to hand or audio signals from crew members.

Forklift -

- Driving and maneuvering equipment equipped with blades in successive passes over working areas.
- Inspecting product load for accuracy and safely move it around the warehouse or facility to ensure timely and complete delivery.
- 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.
- Position lifting devices under, over, or around loaded pallets, skids, or boxes and secure material or products for transport to designated areas.
- Manually or mechanically loading or unloading materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
- Performing routine maintenance on vehicles or auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank.
- Weighing materials or products and recording weight or other production data on tags or labels.
- Operating or tending automatic stacking, loading, packaging, or cutting machines.
- Turning valves and open chutes to dump, spray, or release materials from dump cars or storage bins into hoppers.
- Signaling workers to discharge, dump, or level materials.

Overhead Crane Operator -

- Assisting with production tasks while on duty, and accomplishing the lift work during preventive maintenance.
- Overall check of overhead traveling crane according to company rules during shift change.
- Routine operation, obeying orders and commands.
- Handling overhead crane signals/gestures. Gestures must be clear and accurate and whistling signals must be loud and clear.
- Keeping and transmitting material card and count check of steel tube.
- Never overloading hang slings.
- Responsible for meeting the quality objectives in your department/position.
- Performing other duties as may be assigned by your supervisor.

QUALIFICATIONS:

1. High School Diploma or GED.
2. Valid Driver's License.
3. Technical trade school a plus.
4. Forklift and operating an overhead traveling crane experience preferred.

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.
- Knowledge of compiling reports and ensuring compliance.
- Requires, at all times, wearing protective and safety equipment.
- Ability to effectively use a computer for data entry, reporting and word processing.

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.
- Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.

TRAINING EXPECTATIONS:

Applicant should have knowledge and should be skilled in this field through education and work experience.

- 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.