

Summary Description:

Responsible for performing manual building tasks on construction project sites.

Essential Duties and Responsibilities:

- Clean work areas, machines, or equipment, to maintain a clean and safe job site.
- Control traffic near, in, or around work zones.
- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Load, unload, or identify building materials, machinery, or tools, distribute them to the appropriate locations.
- Measure, mark, or record openings or distances to layout areas where construction work will be performed.
- Dig ditches or trenches, backfills excavations, or compacts and levels earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Mix, pour, or spread concrete, using portable cement mixers.
- Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials.
- Erect or dismantle scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures.
- Assist craft workers as needed.
- Follow established safety rules and regulations and maintain a safe and clean working environment.
- Other duties as assigned.

Minimum Qualifications:

- High school diploma or GED.
- Prior construction industry experience.

Preferred Qualifications:

- Two or more years of related experience and/or training.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic knowledge of arithmetic and geometry and their applications related to woodworking.
- Knowledge of materials, production and quality control methods, and the tools involved in the construction and repair of customized wood furnishing.
- Knowledge of machines and tools necessary for performing carpentry tasks.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to understand and communicate common units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Forklift certification.

Physical Demands and Work Environment:

- Regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk, and hear. Frequently required to climb or balance and stoop, kneel, crouch, or crawl. Occasionally required to sit. There is regular lifting expected by the

employee independently of a maximum of 50 pounds and 2-person lifting of 100 or more pounds.

- On project sites, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually very loud.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

- **Reports to:** Construction Manager, Site Supervisor, or Foreman (dependent on assigned projects)
- **Direct Reports:** There are no supervisory responsibilities.

On Site Management, Inc. is an Equal Opportunity Employer

On Site Management, Inc.

Application for Employment

(Pre-Employment Questionnaire) (An Equal Opportunity Employer)

Personal Information

Date _____

Name

Last First Middle

Present Address

Street City State Zip

Permanent Address

Street City State Zip

Home phone

Are you 18 years of age or older? Yes () No ()

Mobile phone

Email Address _____

In Case of Emergency, Notify

Last First

Address Home Phone Mobile

Do you have a valid driver's license? Yes () No ()

Are you prevented from lawfully becoming employed
in this country because of visa or immigration status? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()
Describe _____

Employment Desired

Position: _____ Date you can start: _____ Salary desired: _____

Are you employed now? _____ If so, may we inquire with _____

Have you ever applied to this company before? _____ your current employer? _____

Referred by: _____

Education	Name & Location of School	Years attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

General

Special Skills: _____

Do you know CPR and/or First Aid procedures? _____

Special study or research work: _____

Activities: (civic, athletic, etc.) _____

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

U.S. Military Service

Rank

Active Duty National
Guard or Reserves?

OSM is second to none in dedication to quality, skill, and safety. We believe that each employee contributes directly to OSM's success, and we hope all employees will take pride in being a member of our team.

Former Employers

List last three employers, starting with the most recent one.

Date	Employer Name & Address	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best?

What did you like most about this job?

References

List the names of three persons not related to you, whom you have known at least one year.

	Name	Address / Phone	Business	Years Acquainted
1				
2				
3				

Please read the following carefully:

"I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date**Signature**

DO NOT WRITE BELOW THIS LINE

Interviewed By**Date****Remarks****Position Hired****Start Date****Salary**

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