

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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Montana Department of Labor & Industry
TRANSCRIPT FOR JOB ORDER 10739924

Emp Staff: Sandy Sands
Office (EC): Central Office
Status: Hold

Printed By: Sandy Sands
Job Order Taken: 01/14/22
Last Update: 01/14/22

EMPLOYER INFORMATION

ON SITE MANAGEMENT
 101 S. WALLACE AVE. STE 301

FEIN: 810445392 **UI ID:** 0126933 **FCJL:** No
Employer Contact: KETTI MARCOFF

BOZEMAN, MT 59715

Openings: 10 **# To Refer:** 250

Searches: 0 **Num Referred:**

Phones: (406)586-1500

Hires: **Scratch Pads:**

Fax: ()582-1513

Register:

JOB TITLE & JOB DESCRIPTION

Construction Laborer

Job Information: Employer is seeking TEN (10) CONSTRUCTION LABORERS to be employed and located at the Employers work site. These worker positions are full-time temporary positions with a work start date of April 1, 2022 continuing to November 15, 2022.

Job Duties and Requirements. DUTIES: *Operating hand and power tools of all types, such as air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. *Clean and prepare sites, dig trenches, set braces to support the sides of excavations. *Clean up rubble, debris and other waste materials, including helping others on site. *Some mechanical inclination, a willingness to accept instruction and be a team-player and perform with a positive attitude. **REQUIREMENTS:** Standing and walking for extended periods of time, working at heights up to 30 feet, repetitive motions including bending and pushing, must be able to lift heavy equipment (50 pounds) repeatedly and for extended periods of time, strong attention to safety awareness.

Wage offers and Availability of Overtime Pay: The standard work schedule is from 7:00 AM until 5:00 PM, Monday through Friday. Employer will offer 40 hours per week. The worker will be paid \$20.52/hr and work 40 hours per week. Overtime is available as needed, and the overtime rate of pay would be \$30.78/hour. Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work performance, skill, and tenure. The worker may be offered more than the stated hours per day, depending on weather and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours. The employer will make all deductions from worker's paycheck required by law. Other than those listed herein, Employer does not envision other workforce-wide payroll deductions.

Single Workweek Guarantee and Frequency of Pay: Employer will use a single work week as its standard for computing wages due. The pay period is every Friday. **Worksite locations:** Work will be performed in the following counties in Montana: Gallatin, Park, and Deer Lodge. **Education and Work Experience.** None required. **Availability of On-the-Job Training:** Not Applicable.

Provision of Board, Lodging, or other facilities: Employer will assist worker and provide optional housing if needed, as stated herein. **Daily Transportation:** Daily transportation to and from the worksite(s) will be provided by Employer at no charge to the employee.

Tools, Equipment, and Supplies: Employer will provide at no charge to the employee, all tools, supplies, equipment and safety gear, required to perform the duties assigned. **Deductions from Workers Paycheck:** The Employer will make all payroll deductions required by law but will not make any deductions which are not required by law. By mutual agreement, an OPTIONAL advance up to \$200 USD to purchase personal items, to be reimbursed to Employer from employee paychecks. By mutual agreement, OPTIONAL housing may be available for up to \$200 per month per worker, to be deducted from employee's paychecks.

JOB DETAILS

Salary: 20.52 - per Hour

Hours: 40 hrs./wk. + possible overtime

REFERRAL INSTRUCTIONS

Inbound and Outbound Transportation: For workers who complete 50 % or more of the work contract period, the Employer will pay or reimburse workers for subsistence expenses incurred traveling from the place the worker came (USA Port of Entry) to the place of employment. If the worker either completes the work contract period, or is terminated without cause and the worker has no immediate subsequent H-2B employment, the Employer will pay or reimburse the worker's subsistence expenses incurred traveling from the place of employment back to the place the worker came from to work for the employer (USA Port of Entry). **Disclosure of Daily Subsistence amount:** Current DOL regulations require daily subsistence to be

TRANSCRIPT FOR JOB ORDER 10739924

provided at a rate during travel to or from the USA POE, from \$13.17/day to maximum of \$55/day with receipts. 3/4th Guarantee. Three-Fourths Guarantee. the Employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period. Reimbursement of Border, Visa, COVID-19, and related fees: The Employer will reimburse an H2B worker in the first pay period for any required and documented visa, visa processing, border crossing, COVID-19 testing and other related fees (except passport fees), including those mandated by the government that are incurred by the H2B worker. A list of those expenses and fees should be given to Employer upon arrival.

TO APPLY FOR THIS JOB: Applicants may email a resume and/or letter of interest to KETTI MARCOFF 406-586-1500 kettimarcoff@onsitemanagement.com OR inquire about the job opening directly to Montana Dept. of Labor Industry located at 121 N. Willson Ave. Bozeman, MT 59715. Phone: (406) 582-9200 or online at <https://montanaworks.gov> This ad is being placed concurrently with an H-2B application. Employers may not consider you if methods other than those listed are used.

EMPLOYMENT STAFF INSTRUCTIONS

email a resume and/or letter of interest to Ms. KETTI MARCOFF 406-586-1500 kettimarcoff@onsitemanagement.com