

# MountainHeart

## Job Description

**Job Title:** Construction General Laborer  
**Department:** Administration  
**Reports To:** Construction Maintenance Coordinator  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 2

**Summary:** Assist Coordinator with estimating the materials and labor necessary to complete the renovation, remodeling, and/or construction of residential and commercial buildings to afford a safe and healthy environment.

### **Essential Duties and Responsibilities:**

- Perform individual tasks for homes: Insulating, caulking, weather stripping, etc.
- Maintain safety at the worksite.
- Assure that all work tools and materials are collected at the end of the workday.
- Report work progress on a daily basis.
- Maintain confidentiality at all times.
- Adhere to OSHA regulations.
- Other duties as assigned.

### **Supervisory Responsibilities:**

This position does not have supervisory duties.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills and ability to use construction equipment with the ability to complete work within timeframes and per OSHA requirements. Attendance and dependability is essential for success.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity – Completes work in timely manner; works quickly.
- Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality – Is consistently at work when scheduled and on time.
- Dependability – Follows instructions, responds to management direction.

### **Education and/or Experience:**

This position requires a high school diploma or equivalent. Must have valid driver's license and clear criminal background.

### **Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Updated: August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

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Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. In addition, to mathematical skills as it relates to the industry.

**Physical Demands:**

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.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk any other physical demands required within the construction industry. The employee may occasionally lift and/or move up to 75 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment can be loud due to power tools/equipment.

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Employee Signature

Date