



771 Main Street  
P.O. Box 449  
Rockland, ME 04841

Date: 9-23-2020

Job Title: General Laborer  
Reports To: Shop Foreman

**Job Purpose / Summary:**

*The job duties of a general laborer vary. They may include cleaning, blasting, painting, pressure washing various fabrications, tanks, and vessels. Loading and delivering materials. Using a variety of tools and machines such as forklifts, lifts, power drills, grinders, saws, etc. Laborers set up and take down ladders, scaffolding, and other temporary structures. They help welders and fabricators and other specialized trades. Work as needed on CNC Table (training provided). At field construction sites, general laborers may serve as hole watch / fire watch.*

**Duties and Responsibilities:**

1. Loading and unloading outgoing and incoming material and products.
2. Move material to appropriate storage area. This will be done in coordination with the Materials Inspector to ensure all appropriate documentation has been confirmed prior to removing materials from the "Holding Area".
3. Support production by assisting in locating and delivering materials to the fabrication area.
4. Operate forklift, hand truck or other equipment to load, unload, transport, and store goods.
5. Maintain clean and orderly storage areas.
6. Package outgoing materials and process paperwork (packing slips, Bills of Lading, special instructions, etc.). This often requires obtaining the weight and dimensions of a container and communicating this information to the Office Manager.
7. Assist with monthly inventory of surplus and customer-specific materials.
8. Occasional driving to make deliveries / pick-ups.
9. Painting, cleaning, blasting
10. Proficient in self performing various pressure testing
11. Clean yard and shop, empty trash cans, sweep, organize.
12. Assist with snow removal and yard sanding

**Qualifications:**

1. He / she needs to be certified to drive Industrial Lift Trucks (this training can be obtained at Steel-Pro).
2. He / she must be organized, self-motivated, be able to take verbal or written instructions and have the ability to work well with others.
3. Valid Maine Driver's license required.

**General Working Conditions:**

1. Know proper handling procedures where physical demands involve force, repetition, awkward postures, and prolonged activities.
  - a. Working in awkward positions (twisting, bending, etc.).
  - b. Repetitive manual operations.
  - c. Pushing and pulling objects in general.
  - d. Pushing and pulling hand carts.
  - e. Safe operation of cranes and perform rigging as necessary.
  - f. Assist with preparing and loading equipment and finished product as required / directed.



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**Physical Requirements:**

1. The General Laborer should be capable of lifting 50 lbs.
2. He / she should preferably be in good physical condition, able to stand for long periods of time.
3. This job requires working both indoors and outdoors in varying weather conditions.

**Direct Reports:**

1. None.

**Approved by:** \_\_\_\_\_

**Date approved:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_