



Job Description

Title: Laborer

Department: Liners - 01
Reports To: Work Foreman – Liners
Supervises: Not Applicable
Status: Non- Exempt

GENERAL PURPOSE OF JOB:

Performs a variety of tasks associated with the production and manufacture of various types of products. Position assists in production of liners and berms using dielectric and stationary welders; performs installation of canopies, tents, and liners at off-site work areas, and completes general clean up and safety tasks.

JOB TASKS:

1. Produce liners using a dielectric welder on a daily basis.
2. Produce berms using a stationary welder on a regular basis.
3. Use a hand leister, ban saw, and wedger for various tasks.
4. Follow patterns and cut material for the production of berms.
5. Work off site to set up canopies, layout liners and field seams depending on demand.
6. Use the grommet machine to punch brass rings in tents.
7. Assist the sewing crew with tent set ups for Arctic Ovens and Artika tents.
8. Package goods for shipment or storage.
9. Perform general clean up tasks, including cleaning bathrooms, taking out trash, cleaning the outdoor area around the building, sweeping work areas, maintain clean machinery and equipment and basic housekeeping.
10. Fill out time trackers and job cards to allocate the time spent on various projects.
11. Work unsupervised on a regular basis.
12. Perform some customer service tasks when working on location or when obtaining specifications from a customer about a project.
13. Install winter fronts as necessary.
14. May be necessary to work different shift, including swing shift, night shift, and weekend shifts.
15. All other duties as assigned by the foreman or supervisor.

JOB QUALIFICATIONS:

High school diploma or GED preferred. One to three months related experience preferred. Must be at least 18 years of age due to the machinery required for the job. Drivers License preferred, with a clean driving record. Must be able to lift 70 or more pounds without injury. Must be able to read and comprehend simple instructions, short correspondence, and memos and be able to apply common sense understanding to carry out detailed instructions. Basic math skills, such as the ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals, are required. Ability to read a tape measure and some understanding of geometry preferred. Must be adaptable and flexible; have a track record as a team player; detail-oriented, capable of working independently and effectively; self-motivated; and able to meet deadlines. Must have good hand-eye coordination.

Effective Date: July 2007



PHYSICAL DEMANDS:

The majority of the time spent working will involve standing, walking, use of hands to handle projects, climbing, kneeling or crouching and reaching with the hands and arms. Some sitting is involved when working on the dielectric welder. Lifting, pulling, pushing and moving heavy objects (70 pounds or more) occur on a daily basis. These activities include lifting material rolls, unloading and loading delivery trucks, loading steel racks, and using hand trucks. Job requirement regarding pushing, pulling and lifting include: pushing: the use of upper extremities to press against something with steady force in order to thrust it forward, downward or outward; pulling: using upper extremities to exert force in order to draw, drag, haul or tug objects in sustained motion; lifting: to raise objects from a lower to a higher position, moving objects horizontally from position to position. Position involves substantial repetitive motions of the wrist, hands, fingers or other body parts.

WORK ENVIRONMENT:

The majority of the time spent working will be indoors, around moving mechanical parts. Building is heated and well ventilated. There is no desk space for the position. Some time is spent outdoors in possible extreme weather (hot, cold, wet, humid, windy, etc.) when on location setting up canopies or liners. There is some exposure to fumes or airborne particles (dust). Rarely, the position could be exposed to chemicals, electric shock or vibration.

TOOLS, EQUIPMENT, MACHINES USED:

Dielectric welder, stationary welder, hand leister, wedger, grommet, ban saw, scissors, sledge hammer, other powered hand tools, sewing machines, conveyor belt, hand truck, pallet trucks, snap setter, scissors, and automobile.

I acknowledge that I have received a copy of my job description. I understand that it is my responsibility to read and review this job description.

Print Name

Signature

Date