



Role	Labor, General I / Labor, General I M
Job Code	1230 / 1500
Company	2700
Business Unit	27001
Grade	C01 / M01
Location	Open
WFA Category(ies)	Always On-Site
Exempt Status	Non-Exempt
Safety Sensitive	Y
Accountable To	Manager, Construction; Supervisor, Construction
Dotted Line Accountability To	None
Title(s) of Direct Report(s)	None
Indirect Reports	None
Created/Revised	r02/25, r11/24, r07/20

Responsibility

To provide reliable and professional labor support to the assigned construction crew by safely assisting with the installation, maintenance, and repair of underground utility infrastructure while adhering to all safety protocols, demonstrating consistent attendance, maintaining a productive and respectful work environment, with the authority to stop work at any time if conditions are unsafe

Results

Essential:

- I. Safety-Minded
 - A. Work in a safe manner, strictly following company safety standards and practices
 - B. Actively participate in weekly safety meetings and document participation

- C. Perform all tasks while following all rules, processes, and procedures as outlined in the Arvig Safety Manual
- D. Stop work at any time when or if conditions or instructions are unsafe
- E. Drive in a safe, responsible, and courteous manner following all safety protocols and government regulations
- F. Assist in maintaining vehicles and equipment in a safe and operational condition while reporting any safety concerns

II. Support to Construction Crew

- A. Follow the crew lead's instructions as they are the leader responsible for the work
- B. Load trucks and trailers with needed materials and supplies
- C. Manually excavate potholes to expose underground utilities and maintain site safety
- D. Assist with the installation, maintenance, and restoration of utility infrastructure, including gas, sewer, and communication lines
- E. Assist with the blowing and pulling of cables
- F. Assist with paperwork, such as updating maps, requisitioning inventory, vehicle inspection logs, etc.
- G. Interact with customers, when needed, in a professional manner
- H. Transport vehicles and equipment, adhering to all CDL requirements
- I. Assist with keeping construction sites and the yard clean and organized
- J. Perform all tasks while following all rules, processes, and procedures as outlined in the Construction Operations Manual

III. Equipment and Vehicle Maintenance

- A. Assist with keeping vehicles neat and clean inside and out
- B. Assist with maintaining tools and equipment

Secondary:

I. Other Support

- A. Perform errands and tasks as assigned
- B. Assist other departments as directed

This job description is a general outline of responsibilities and may change at any time with or without notice. In accepting the position, the employee understands that this is not a contract of employment, the Company is an at-will employer, and that they may be requested to perform other duties not listed here.

Qualifications - Minimum

Education	-
Experience	Any experience with construction, landscaping, farm work, or related
Certification(s)	Valid driver's license free of an inordinate amount of violations Valid health card or ability to obtain one
Knowledge	Basic safety knowledge Basic English reading, writing, and speaking to safely perform work duties
Skills	Proficiency with hand tools, such as a shovel, to safely complete digging requirements Effective verbal communication Manual dexterity Excellent, safe driving skills
Abilities	Ability to retain and follow verbal instructions Ability to work safely in all conditions Ability to execute all safety practices Ability to work outdoors in varying weather conditions and on uneven terrain Ability to focus on detail and accuracy Ability to collaborate effectively with a team and work independently as needed Ability to handle physical labor for extended periods Adaptability to switch between tasks while responding to changing job site conditions Ability to travel for extended periods, as needed Ability to work assigned schedule (typically 7 am-7 pm M-F)
Characteristics	Safety minded Self-motivated Attention to detail Willingness to learn

	Professional in appearance and conduct
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Qualifications - Preferred

Education	High school diploma, GED, or equivalent experience
Experience	Experience in utility construction
Certification(s)	OSHA Certification
Knowledge	Familiarity with local, state, and federal laws and regulations related to underground utility work
Skills	-
Abilities	-
Characteristics	-

Physical Requirements

Sit = 1 hours in a day Stand = 5 hours in a day Walk = 5 hours in a day

The frequency at which you would carry/lift in a typical day:

	Lift from waist	Lift from floor	Carried for distance	Not at all	Occasionally	Frequently	Continuously
< than 10 lbs.	X	X	X				X
10 to 25 lbs.	X	X	X				X
26 to 50 lbs.	X	X	X			X	
Over 50 lbs.	X	X			X		

The frequency at which you do the following in a typical day:

	Not at all	Occasionally	Frequently	Continuously
Bend/stoop			X	
Squat			X	
Crawl		X		
Climb		X		
Reach above shoulder level		X		
Crouch				X
Kneel				X
Balance		X		
Pivot				X
Push/pull				X
Simple grasping				X
Firm grasping				X
Fine manipulation		X		
Feeling/sense of touch			X	
Use of computer		X		
Use of telephone		X		
Color vision				X
Near vision				X
Far vision		X		
Peripheral vision				X
Night vision		X		
Walking stairs		X		
Depth perception			X	
Hear in person				X
Hear on telephone		X		
Talk in person			X	
Talk on telephone		X		
Smell		X		
Work at desk	X			
Driving				X
Pets	X			
Blood & bodily fluids	X			
Dust		X		
Cigarette smoke	X			
Needles	X			
Sharp objects				X
Weather conditions			X	