

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.  
POSITION DESCRIPTION**

**POSITION TITLE:** Laborer Foreman

**JOB CODE :** 036402, 036405, 036408, 031402

**DATE PREPARED :** May 18, 1993

**Revised:** December 13, 1993

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**SUMMARY STATEMENT**

The incumbent supervises a crew of laborers and may performs manual labor and equipment operation tasks depending upon job classification and specific area assigned.

**DIMENSIONS**

The incumbent reports to a general foreman and supervises a crew of laborers.

**NATURE AND SCOPE**

1. Plans, issues, reviews work, and provides directions to craft work team under supervision of this position;
2. Interprets specifications, drawings, and job orders as needed for area of supervision; establishes and adjusts work sequences to meet work schedule using knowledge of capacities of equipment and assigned personnel;
3. Tracks materials inventory and maintains required records, assigns priorities, and inspects and evaluates the work of employees being supervised;
4. Interprets Company policies and directs employees supervised in compliance with the latest environmental, safety, and health policies and procedures applicable to this work;
5. Makes recommendations on materials, parts, and equipment; analyzes and resolves work problems; checks work for accuracy; answers technical questions regarding craft operations;
6. Reviews time sheets to audit labor hours committed to projects and to verify accuracy of hours being credited for payroll purposes; may study schedules and estimate work hour requirements for completion of job;
7. May perform same duties as craftsmen being supervised;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent-to-constant standing/walking throughout work shift depending upon work assignment, often on concrete/gravel uneven surfaces; may walk two to three miles per shift during outside cleanup operations, depending upon tasks assigned;
2. Occasional sitting while performing job duties, meetings, and administrative tasks;

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3. Frequent-to-constant lifting, typically 1 to 25 pounds, including hand/power tools, picking up debris/trash, and moving supplies; occasionally up to 50 pounds handling heavy materials/supplies and water bottles; sometimes up to 100 pounds while moving/handling large equipment (90-pound jackhammers, etc.) and moving supplies;
4. Frequent pushing/pulling exerting a force of 1 to 20 pounds using both hands/arms moving equipment/supplies and opening doors/drawers; occasionally 25 to 50 pounds of force while moving off ice, furniture, and equipment;
5. Occasional climbing stairs/scaffolding 3 to 12 feet while cleaning upper work areas and working on walls and roofs;
6. Frequent bending/twisting at waist/knees/neck while performing manual labor tasks and cleanup and operating equipment;
7. Occasionally kneeling/crouching may occur, depending on area, while performing cleanup work and working around tight spaces and working in ditches;
8. Constant use of both hands/arms reaching, handling, grasping, gripping, and fingering while operating hand/power tools; can be extensive use of hands with gripping for shoveling; overhead reaching required; task can involve power tools that produce vibration (pneumatic tools, roto hammer, chipper, and jackhammers);
9. Constant use of sight ability with visual acuity in near- and mid-range; good hand/eye coordination required for operating some power tools and drivingushman scooters; constant use of hearing required in working around hazardous areas and communicating with coworkers/supervisors;
10. Frequent use of speech ability communicating with coworkers/supervisors and in giving/receiving instructions;
11. Work may be performed in awkward positions, depending upon task assigned.

### **Mental**

1. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and giving/receiving instructions;
2. Good written communication is required while completing logs/reports and recording data;
3. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
4. Good organization/planning/scheduling skills are required;
5. Frequent mental alertness, concentration, and attention to detail are necessary while performing tasks in/around hazardous areas, monitoring routine processes, and operating motor vehicles/equipment;
6. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem-solve;
7. Must be able to deal with time constraints to ensure work completion in a timely and safe manner;
8. Must be able to provide crew leadership, make decisions, supervise/train/discipline workers under supervision of this position, and assign projects/schedules.

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### **WORKING CONDITIONS AND EQUIPMENT USED**

Work may be performed indoors cleaning shops or offices in climate-controlled environment or may be performed outdoors subject to typical year-around Nevada weather conditions. May be required to work at altitudes 6,700 feet above sea level.

Tools & Equipment Used: Hand/power tools, shovels, rakes, brooms, ladders, saws, pneumatic tools, cement cutting equipment, tile saw, jackhammer, and any other equipment necessary. Safety equipment includes hard hats, safety shoes, dust mask, hearing/eye protection, back-support belt, and gloves.

### **REQUIRED TRAINING AND WORK EXPERIENCE**

Minimum of three years of work experience required as a laborer related to area of assignment. Previous supervisory experience desirable.

### **OTHER SPECIAL QUALIFICATIONS**

Valid driver's license required. Must be able to be fitted/qualified for respirator.