

Cornerstone Community Action Agency

Job Description

JOB TITLE: **General Laborer**

Exempt (Y/N): No

Introductory period: 180 days

Supervisor: In House General Contractor

Work Period: Not to exceed 40 hours/week

Cornerstone Community Action Agency, Inc. is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

SUMMARY: Assist and support the In-House Foreman with all transactions and other activities/projects within Cornerstone Community Action Agency. Help to ensure compliance with regulations and Cornerstone Community Action Agency Policies and Procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The General Laborer will:

- Follow project instructions from General Contractor or Supervisors.
- Use construction and maintenance tools and equipment to complete daily tasks.
- Follow health and safety regulations while operating equipment.
- Ensure regulated and proper headgear, earplugs, gloves, safety glasses, and clothing are worn.
- Complete all assigned tasks in a timely and efficient manner.
- Safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, etc.
- Observe all safety requirements and regulations at all times.
- Provide assistance to General Contractor and other outsource contractors as needed.
- Will minimize waste and maximize efficiency to reduce costs.
- Have ability to establish good working relationships and work harmoniously with others, both as a team and independently.
- Adhere to funding source regulations and guidelines for all the programs provided.
- Demonstrate a general knowledge of construction best practices.
- Complete other duties as assigned by Director of Housing and/or Executive Director.
- Ensure construction equipment and tools are cleaned and stored properly.
- Clean and clear debris and hazardous materials.

General Responsibilities The staff member will:

- Appearance: Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.
- Reliability: Ensure he/she can be counted on to carry out assigned responsibilities independently.
- Safety: Safely and properly use, maintain, and operate all equipment for carrying out duties.
- Punctuality: Employee observes regularly scheduled work hours.
- Compliance: Employee follows Agency policies, procedures, and established regulations

Qualification Requirement: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: Must be 18 years old or older. High School Diploma, or equivalent educational experience, vocational school or trade apprenticeships a plus.

Required Skills/Abilities

Language Skills: Must have ability to read and interpret documents such as building plans, specifications, and codes, Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must have excellent verbal and written communication skills and be able communicate in an effective professional manner with the public, agency clients, vendors, and staff.

Reasoning Ability: Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to work independently and to deal with problems involving several concrete variables in standardized situations. Must have excellent interpersonal and customer service skills.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Physical Demands: The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to use hands and fingers. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to physically walk, climb, reach, stand, bend, squat, crawl, and lift up to 50 pounds.

Other Skills/Abilities: Ability to operate a personal computer, proficient in use of e-mail and Microsoft Office Suite or related software. Competent in the use of fax and copier machines, calculators, and other office machines. Must have excellent organizational skills and attention to detail. Ability to safely operate a variety of tools including pressure washers, jackhammers, drills, saws, grinders, and other construction tools. Ability to carry out instructions assigned by Supervisor, or Executive Director.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

This is an "At Will" employment and nothing contained herein is intended to create any contractual rights between Employer and Employee. Employees may be terminated at any time with or without cause.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME