

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Punch Crew Laborer

Exempt: No Job Code: 1633 Salary: _____ Division: Field

Dept: Punch Location: Chantilly, Manassas, and Fredericksburg, VA

Report to: Foreman Attendance Requirements: M-F 6:30-5:00, some Saturdays

Prepared by: Mike Carlile Date: August 11, 2005

Approved by: _____ Date: _____

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Management retains the right to add or change duties at any time.

1. Adjust manholes to proper specifications.
2. Adjust water valves.
3. Hand dig for utilities.
4. Hand mix cement.
5. Set up silt fence.
6. Move material necessary for the completion of the job.
7. Use pick, shovel, or broom.
8. Flag traffic.

Name: _____

Sign: _____

Date: _____

PHYSICAL ACTIVITIES / HOURS PER DAY:

Repetitive Motion of Hands and Feet:

		<u>Repetitive Hand Motion:</u>		<u>Repetitive Foot Motion:</u>	
		L	R	L	R
Sitting:	<input type="text" value="2"/> Light grasping:	<input type="text" value="3"/>	<input type="text" value="3"/>	Hard push:	<input type="text" value="2"/> <input type="text" value="2"/>
Standing:	<input type="text" value="8"/> Strong grasping:	<input type="text" value="5"/>	<input type="text" value="5"/>	Lt push:	<input type="text" value="1"/> <input type="text" value="1"/>
Walking:	<input type="text" value="2"/> Fine dexterity:	<input type="text" value="2"/>	<input type="text" value="2"/>	Lift:	<input type="text"/> <input type="text"/>
	Keyboarding:	<input type="text"/>	<input type="text"/>	Shove:	<input type="text"/> <input type="text"/>

Repetitive Motion of the Muscular and Skeletal Body:

	Rarely: 0 - Hrs	Infrequently: Up to 3 Hrs	Occasionally: 3 to 5 Hrs	Frequently: 5 to 8+ Hrs	Marginally:
Bend:		X			
Balance:		X			
Climb:			X		
Crawl:			X		
Crouch:			X		
Kneel:		X			
Push / Pull:			X		
Reach:		X			
Squat:		X			
Twist:		X			
Overhead Lifting:	X				
Lift / Carry 0 - 10 pounds:	X				
Lift / Carry 11 - 25 pounds:	X				
Lift / Carry 26 - 50 pounds:		X			
Lift / Carry 51 - 75 pounds:		X			
Lift / Carry 76 - 100 pounds:	X				
Lift / Carry Over- 100 pounds:	X				

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to fumes or airborne particles, extreme cold, extreme heat, and vibration. The employee frequently works near moving mechanical parts and in high precarious places and is frequently exposed to wet and/or humid conditions. May work in confined spaces and sewers. The noise level in the work environment is usually very loud

WORK KEYS: are used across the nation to help individuals, educators, and employers to identify the skill sets people need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It offers job analysis, assessment, instructional support, reporting and training identification services.

SKILL SETS: required for this job description are:

Applied Math	Reading for Info.	Observation	Applied Tech.	Listening
4	3	4	3	2
Teamwork	Writing	Locating Information		
3	2	4		

PRACTICAL EXPERIENCE: How much experience or on the job training would it take before he / she would be able to perform this job adequately?

Less than 1 week	1 - 3 Mos.	6 - 12 Mos.	2 - 3 Yrs.	3 - 5 Yrs.
		X		

What are some of the important things that they should learn during a period of gaining practical experience?

Develop a cooperative relationship with management and members of the crew.

SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:

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. Less than high school education required; entry level experience. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.