

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Punch Crew Flagger

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 Carlyle Date: October 14, 2005

Approved by: _____ Date: _____

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

1. The primary goals of a flagger are to reduce confusion, to help traffic flow safely, and to improve public relations.
2. The hard hat, orange, yellow or strong-yellow-green vest and steel-toed safety shoes shall be worn whenever the flag person is at the flagging station.
3. The 'STOP/SLOW' paddle with a 5-foot minimum staff is the primary signaling device used in flagging operations.
4. The flagger's station will normally be located 100 feet ahead of the work area.
5. The flagger should remain on the road shoulder or in a barricaded area facing traffic, never standing with his/her back to traffic or in the path of oncoming traffic.
6. Flaggers may not leave their post unless properly relieved of their duties.
7. Flaggers must be certified prior to being assigned to traffic control.
8. Flagging crews are responsible for the entire traffic scheme surrounding a construction site.
9. When the flaggers and the traffic scheme are no longer needed, it is the responsibility of the entire crew to dismantle all warning signs and return all cones, signs and flags to the yard via the assigned truck.

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="1"/>	<input type="text" value="1"/>	Hard push: <input type="text" value="2"/>	<input type="text" value="2"/>
Standing:	<input type="text" value="6"/> Strong grasping:	<input type="text" value="6"/>	<input type="text" value="6"/>	Lt push: <input type="text" value="1"/>	<input type="text" value="1"/>
Walking:	<input type="text" value="2"/> Fine dexterity:	<input type="text"/>	<input type="text"/>	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. 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
3	3	5		
Teamwork	Writing	Locating Information		
4		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?

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.