

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Laborer / Topman (Pipe)

Exempt: No Job Code: 1634 Salary: _____ Division: Field

Dept: Pipe Location: Chantilly, VA

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

Prepared by: John Moore Date: January 10, 2005

Approved by: _____ Date: _____

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

1. Hand mix cement. Patch around concrete structures with brick and block.
2. Operate pipe saws, hand compactors and associated small equipment used on pipe crews. Shovels, brooms, pipe bars, digging bars, etc.
3. Setting frames and covers to proper grade on manholes.
4. Assist in pipe laying operations to include setting of manholes or concrete structures.
5. Ability to lift 100 lbs. when required.
6. File ends of pipe to make smooth.
7. Assist with putting pipe on grade.
8. Adjust manholes to proper specifications.
9. Tar joints to assure no leakage.
10. Move materials necessary for completion of job.
11. Operate roller and tamping machine to assure compaction.
12. Flag traffic - when qualified.
13. Do whatever is required or requested by supervision to complete assigned tasks.

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="1"/> Light grasping:	<input type="text" value="4"/>	<input type="text" value="4"/>	Hard push:	<input type="text" value="1"/> <input type="text" value="1"/>
Standing:	<input type="text" value="7"/> 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="1"/>	<input type="text" value="1"/>	Lift:	<input type="text" value="1"/> <input type="text" value="1"/>
	Keyboarding:	<input type="text" value="0"/>	<input type="text" value="0"/>	Shove:	<input type="text" value="1"/> <input type="text" value="1"/>

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	4	3
Teamwork	Writing	Locating Information		
5	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?

Working with and maintaining small equipment used - pipe saw, wacker, pumps and generators, etc.

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 simple one or two- step instructions. Ability to deal with standardized situations with only occasional or no variables.