

WILLIAM A. HAZEL, INC.

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

JOB TITLE: Gradall Operator

Exempt: No Job Code: 1830 Salary: _____ Division: Field

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

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

Prepared by: _____ Date: January 13, 2005

Approved by: _____ Date: _____

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

1. Qualification to drive, under both the DOT regulations and in the opinion of the company.
2. Inspects gradall equipment, such as tires, lights, brakes, fuel, oil and water.
3. Start engine, shift gears, press pedals and turn steering to operate gradall.
4. Must be able to drive a standard transmission gradual to various job sites.
5. Moves levers to operate gradall, drive gradall to work site, and move levers to fill bucket and dump material from bucket.
6. Maintain telephone or radio contact with dispatcher to receive instructions.
7. Perform pre-trip and post-trip.
8. Understand how to perform preventative maintenance on machine.
9. If job is done early, must call dispatch to see if need to go to another job.
10. Must understand fine grade work, how to check grade.

** Must know how to read blue prints.

If Gradall breaks down:

1. Know exact location of where you are, street name, job name. Call dispatcher to let them know gradall is down.
2. Know roughly what broke (air line, engine failure, flat tire, etc.)

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="5"/> Light grasping:	<input type="text" value="0"/>	<input type="text" value="0"/>	Hard push:	<input type="text" value="0"/> <input type="text" value="0"/>
Standing:	<input type="text" value="1"/> Strong grasping:	<input type="text" value="9"/>	<input type="text" value="9"/>	Lt push:	<input type="text" value="9"/> <input type="text" value="9"/>
Walking:	<input type="text" value="1"/> Fine dexterity:	<input type="text" value="0"/>	<input type="text" value="0"/>	Lift:	<input type="text" value="0"/> <input type="text" value="0"/>
	Keyboarding:	<input type="text" value="0"/>	<input type="text" value="0"/>	Shove:	<input type="text" value="0"/> <input type="text" value="0"/>

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	4	3	3
Teamwork	Writing	Locating Information		
3	3	3		

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?

Learn grades and plans.

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; or up to 1-2 years related experience and/or training; or equivalent combination of education 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.