



**Effective:** January 16<sup>th</sup>, 2024

**Job Description:** Production Laborer

**Reports to:** Department Supervisor

**Job Summary:**

The Laborer performs a variety of tasks under close supervision of department leadership. Typically, these tasks include stripping out, setting up and pouring concrete into a variety of forming molds. Other tasks may include assisting with extra workloads, covering absences and vacations, and supplementing crews to meet unusual changes in production volume in other departments.

**Duties/Responsibilities:**

- Practices safe work behaviors that contribute to a safe, productive work environment
- Cleans and lubricates equipment, concrete molds while maintaining a manufacturing area free from debris, dirt, and readies or puts away tools as assigned.
- Closely follows directions to operate machinery, strip out, set up and prepare concrete molds for daily production needs.
- Works with department foreman and supervisor to meet daily production schedule.
- Performs a variety of skilled and unskilled jobs in the plant.
- May be trained to act as forklift operator to perform work tasks within assigned department.
- Reports any issues to supervisor or higher-level employee.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Good verbal and written communication skills
- Ability to listen, understand, and follow directions.
- Ability to work in a variety of roles.
- Familiar with and ability to use small hand tools.
- Able to read tape measure and production blueprints.

**Supervisory Responsibilities:**

- None

**Education and Experience:**

- Previous construction/building experience preferred, but not required.
- High school diploma or GED preferred.
- Job training for this position is provided by department foreman or supervisor.

**Physical Requirements:**

- Prolonged periods standing and walking.
- Must be able to lift as much as 50 pounds at times.
- Possess the ability to safely operate small, powered hand tools.
- Must be able to work in a variety of weather conditions and tolerate exposure to typical noises and smells associated with the plant.
- Most production work is performed inside our main building, away from the weather, but some production occurs outside.