

BALDWIN & SHELL CONSTRUCTION COMPANY

UNSKILLED CONSTRUCTION WORKER (Laborer)

Primary Purpose: Assist Skilled Construction Workers in performing their assigned duties.

Typical Duties: All workers must be physically capable to perform a variety of functions such as:

- Digging, spreading and leveling dirt and gravel
- Using a pick and shovel
- Lifting, carrying and holding building materials, tools and supplies
- Cleaning tools, equipment, materials and work areas
- Mixing, pouring and spreading concrete, asphalt, gravel and other materials
- Erecting scaffolding, shoring and braces
- Moping, brushing and spreading paints or bituminous compounds
- Spraying materials such as water, curing compounds, form oil or waterproofing materials
- Applying caulking compounds by hand or with caulking gun
- Grinding, sanding, cutting or polishing concrete, asphalt, steel or wood
- Using abrasive tools or machines
- Demolishing buildings, dismantling or removing forms from set concrete
- Filling expansion joints with asphalt by hand or with tools
- Assisting in pre-fabricated metal building erection

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Follow specific directions
- Perform a variety of often changing duties
- Work within standards of accuracy
- Repeat tasks of a short duration according to a set procedure
- Evaluate information using measurable standards

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

BALDWIN & SHELL CONSTRUCTION COMPANY

SKILLED CONSTRUCTION WORKER (Carpenter/Welder)

Primary Purpose: Construct, erect, install and repair structures and fixtures of metal, wood and wallboard, using both hand tools and power tools, while conforming to local building code.

Typical Duties: All workers' performance capabilities should include but not be limited to the following tasks:

- Studying blueprints, sketches or building plans for information pertaining to the type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated
- Selecting specified type of lumber or other materials
- Preparing layout, using pencil, chalk and marking gage
- Shaping material to prescribed measurements, using saws, chisels and planes
- Assembling and fastening cut and shaped materials with nail or glue
- Digging, spreading and leveling dirt or gravel using a pick and/or shovel
- Lifting, carrying and holding building materials, tools and supplies
- Assisting in pre-fabricated metal building erection
- Verifying trueness of a structure using plumb bob and carpenter's level
- Erecting framework for structures
- Laying sub-flooring and covering it with hardwood, parquet, wood-strip-block floors or moisture preventing building paper using nails or cement.
- Building, laying out and/or installing stairs, partitions, and cabinet work
- Applying shock-absorbing, sound-deadening and decorative paneling to ceilings and walls
- Fitting and installing prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim and finish hardware such as locks, letter drops and kick plates
- Constructing forms and chutes for pouring concrete
- Erecting scaffolding and ladders
- Welding metal parts to steel structural members

Workers may spend time on one job or may be transferred from task to task, as the project progresses to completion.

Requirements:

Workers must be able to:

- Work within precise standards of accuracy
- Evaluate information using measurable standards
- Compare and acknowledge differences in the size, shape, and form of lines, figures and objects
- Decipher flat drawings or pictures and visualize them as three dimensional objects
- Follow oral instructions and written documents, plans and blueprints

Physical Duties:

Workers must have:

- The ability to stand or walk for long periods of time
- The ability to use arms and hands to reach, handle and manipulate objects
- The ability to lift and carry materials weighing 50 to 100 pounds
- The ability to climb up and down ladders, scaffolds and other objects
- The ability to carry tools and equipment
- The ability to stoop, kneel, crouch and crawl
- Good vision, either naturally or with corrective eyewear

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day.

FORMER EMPLOYERS (List last four starting with the last one)

Date/Month and Year	Name/Address of Employer	Name of Supervisor	Salary	Position	Reason for Leaving
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From _____
To _____

From _____
To _____

From _____
To _____

From _____
To _____

REFERENCES (Give the names of three persons, not related to you, whom you have known at least one year)

Name	Address	Business	Years Acquainted
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1. _____

2. _____

3. _____

In Case of
Emergency Notify: _____
Name Address

Phone: _____

Have you ever been convicted of a crime, other than minor traffic offenses?: _____
If so, please explain _____

Note: A prior conviction will not necessarily bar you from employment; however, the type of conviction and when it occurred will be considered.

CERTIFICATION

I certify that the information in this application is true and understand that misrepresentations or false or omitted facts may result in my termination, regardless of the time of discovery by the company. I also understand that, if hired, my employment is for no definite period and may be terminated at any time without written notice and that, absent a written contract signed by the President of the company, I will remain an at-will employee and can be terminated at any time without any notice.

I further understand that I may receive a conditional offer of employment but will be required to satisfactorily complete a medical history questionnaire and/or medical examination prior to being employed. I further understand and agree that I may be required to submit to a drug-screening examination at any time before I am offered a position or at any time during my employment, if I am hired.

Signed _____

