

Job Description - Construction Pre-Job Setup & Warehouse Clerk

- * Reads blueprints, specifications, proposals, and other documentation prior to project start up, gathering quantities and input from on-site engineers and contractors to determine material, manpower and equipment needs.
- * Originates readable jobsite specific maps outlining work locations at jobsite for use by Company personnel.
- * Originates & provides (10) driving maps to and from project site for drivers, noting detours and hazards in advance.
- * Originates & provides (10) individual copies of sod locations for each jobsite visit for 30 day sod maintenance.
- * Communicates daily with management for scheduling of actual dates of work to be performed.
- * Meets management daily, prior to departure for next day work assignments, & notifies others by e-mail of work schedule
- * Communicates (verbal and written) with customers, workers, vendors, management and jobsite personnel.
- * May or may not attend pre-construction conferences and partnering meetings.
- * May or may not drive vehicle, operate equipment or hand tools.
- * May or may not perform manual labor.
- * Reports to Operations Manager, but may take direction from others.
- * Position requires a valid drivers license.
- * Position requires two years of college, or five years prior experience within the construction landscape industry
- * Requires extensive vehicular travel.
- * Position requires use & knowledge of computer, email and software programs.
- * Position requires basic mathmatic skills to include, but not limited to addition, subtraction and division.
- * May or may not work weekends.
- * May or may not return to headquarters nightly..
- * Originates & receives purchase orders for construction materials.
- * Receives & unloads construction related materials.
- * Requisitions inventory materials using computer & computer program.
- * Processes each formans daily inventory disbursements & receipts from warehouse inventories.
- * Maintains inventory items & levels using written & computer records & databases.
- * Processes job folders by auditing, balancing and making clerical corrections. Submits for billing daily.
- * Loads & unloads equipment & materials daily.
- * Assists management as required.

Physical Demands:

Climbing:	N
Balancing:	N
Stooping:	N
Kneeling:	N
Crouching:	N
Crawling:	N
Reaching:	F

Handling:	F
Fingering:	F
Feeling:	N
Talking:	F
Hearing:	F
Tasting/Smelling:	N
Near Acuity:	F

Far Acuity:	N
Depth Perception:	N
Visual Accommodation:	F
Color Vision:	N
Field Of Vision:	N
Strength:	L

Environmental Conditions:

Exposure to Weather:	N
Extreme Cold:	N
Extreme Heat:	N
Wet and/or Humid:	N
Vibration:	N
Exposure Dust/Fumes:	N
Proximity to Moving Mechanical Parts:	N

Exposure to Electric Shock:	N
Working in High, Exposed Places:	N
Exposure to Radiation:	N
Working with Explosives:	N
Exposure to Toxic/Caustic Chemicals:	N
Noise Intensity Level:	3

FACTORS

Physical Factors:

- Climbing-ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs or hands and arms.
- Balancing-maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
- Stooping-bending body downward and forward by bending spine at the waist, requiring full use of lower extremities and back muscles.
- Kneeling-bending legs at knees to come to rest on knee or knees.
- Crouching-bending body downward and forward by bending legs and spine.
- Crawling-moving about on hands and knees or hands and feet.
- Reaching-extending hand(s) and arm(s) in any direction.
- Handling-seizing, holding, grasping, turning, or otherwise working with hand, or hands. Fingers involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- Fingering-picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Feeling-perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- Talking-expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers, accurately, loudly, or quickly.
- Hearing-perceiving the nature of sounds by ear.
- Tasting/Smelling-distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors, or recognizing particular flavors or odors, using tongue or nose.
- Near Acuity-clarity of vision at 20 inches or less.
- Far Acuity-clarity of vision at 20 feet or more.
- Depth Perception-three dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
- Accommodation-adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.
- Color vision-ability to identify and distinguish colors.
- Field of Vision-observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Strength-an overall rating that reflects the following activities:
 - Standing-remaining on one's feet in an upright position at a work station without moving about.
 - Walking-moving about on foot.
 - Sitting-remaining in a seated position.
 - Lifting-raising or lowering an object from one level to another (includes upward pulling).
 - Carrying-transporting an object, usually holding it in the hands or arms or on the shoulder.
 - Pushing-exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).
 - Pulling-exerting force upon an object so that the object moves toward the force (includes jerking).
 - Controlling-using one or both arms or hands or one or both feet or legs to move controls on machinery or equipment. Controls include but are not limited to buttons, knobs, pedals, levers and cranks.

Environmental Factors:

Exposure to Weather-exposure to outside atmospheric conditions.

Extreme Cold-exposure to nonweather-related cold temperatures.

Extreme Heat-exposure to nonweather-related hot temperatures.

Wet and/or Humid-contact with water or other liquids or exposure to nonweather-related humid conditions.

Vibration-exposure to shaking object or surface.

Exposure to Dust and Fumes-exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affect the respiratory system, eyes, or the skin.

Proximity to Moving Mechanical Parts-exposure to possible bodily injury from moving mechanical parts of equipment, tools, machinery.

Exposure to Electrical Shock-exposure to possible bodily injury from electrical shock.

Working in High, Exposed Places-exposure to possible bodily injury from falling.

Exposure to Radiation-exposure to possible bodily injury from radiation.

Working with Explosives-exposure to possible injury from explosions.

Exposure to Toxic or Caustic Chemicals-exposure to possible bodily injury from toxic or caustic chemicals..

Noise Intensity Level-the noise intensity level to which the worker is exposed in the job environment.

RATINGS

Frequency Ratings:

N = Not Present (Activity or condition does not exist).

O = Occasionally (Activity or condition exists up to 1/3 of the time).

F = Frequently (Activity or condition exists from 1/3 to 2/3 of the time).

C = Constantly (Activity or condition exists 2/3 or more of the time).

Strength Ratings:

S = Sedentary Work-exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are Sedentary if walking and standing are required only occasionally and all other Sedentary criteria are met.

L = Light Work-exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree, (2) when it requires sitting most of the time but entails pushing or pulling of arm or leg controls, or (3) when the job requires working at a production rate entailing the constant pushing or pulling of materials even though the weight of those materials is negligible.

M = Medium Work-exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible force up to 10 pounds constantly to move objects. Physical demand requirements are in excess of those for Light Work.

H = Heavy Work-exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.

V = Very Heavy Work-exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work.

Noise Ratings:

1 = Very Quiet-(isolation booth for hearing test; deep sea diving; forest trail).

2 = Quiet-(library; many private offices; funeral reception; golf course; art museum).

3 - Moderate-(business office where typewriters are used; department store; grocery store; light traffic; fast food restaurant at off-hours).

4 = Loud-(can manufacturing department; large earth moving equipment; heavy traffic).

5 = Very loud-(rock concert (front row); jackhammer work; rocket engine testing area during test).

Slusser's Green Thumb, Inc.

INSTRUCTIONS ON HOW TO APPLY

Send Resume To The Following:

**Slusser's Green Thumb, Inc.
1610 Genesis Drive
LaPorte, IN 46350**

NO TELEPHONE, EMAIL, OR WALK-IN INQUIRIES PLEASE!!

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