

NEWCAP BUILDS COMMUNITY
1201 Main Street
Oconto, WI 54153
www.newcap.org

JOB DESCRIPTION

JOB TITLE: General Laborer - Construction

SUPERVISOR: Lead Tradesman, Project Manager & Job Superintendent

CLASSIFICATION: Full-Time / Non-Exempt

WORKSITE: Northern, WI

SCOPE OF RESPONSIBILITIES:

The role of the General Laborer will be to assist General Carpenters, Electricians, Plumbers, HVAC installers, and Project Manager in keeping jobsites, tools & materials organized and safe from being tripping hazards.

ADDITIONAL:

Hands-on experience in any of the construction trades is helpful.

AGENCY EXPECTATIONS:

- Adhere to agency policy and procedures.
- Must be vaccinated and current on Covid boosters
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Communicate regularly with supervisors.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.
- Meet productivity standards.
- Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Superintendent on job sites and elsewhere where needed.
- Candidate should have their own basic hand tools: level, hammers, screw drivers, flat bar, nail puller, tape measure, pencils, chisels, box knife, key hole saw, knee pads, general duty work gloves, flashlight, electrical tester, tool apron, putty knife, pliers. needed to

complete their work duties. **Employer will provide:** safety glasses, hearing protection, specific hazard duty gloves such as nitrile gloves, Tyvek suits if needed, power tools, respirators, and first aid kits.

- Perform laborer tasks as required by Project Manager
- Load, unload, stack and keep materials in an organized and safe location (onsite).
- Demo and clean up of sites as needed.
- Apply Ice Melt and shovel snow from walkways when needed.
- Protect finish surfaces from damage by covering with provided barriers.
- Operate and maintain assigned tools and equipment.
- Comply with OSHA and program health and safety standards.
- Communicate regularly with Jobsite Project Manager.
- Attend program, departmental and agency meetings.
- Maintain complete client confidentiality.
- Drive your own vehicle to assigned worksites in service area.

COMPETENCIES, PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Maintain complete confidentiality in all Newcap Builds Community business-related matters.
- Reliable, dependable, prompt, organized, and works well with minimal supervision.
- Assertive, friendly, pleasant, professional, and courteous demeanor.
- Respectful and treat all people with compassion and dignity.
- Flexible and able to adapt to different situations.
- Maintain timecard as required by Construction Administrator
- Works well as part of a team.
- Multitask effectively, detail oriented.
- Communication proficiency.
- Diversity and inclusion.
- Results driven.

EXPERIENCE & SKILLS REQUIREMENTS:

- Minimum 6 months of on-the-job construction Labor tasks.
- Ability to climb ladders.
- Ability to work from heights and in confined spaces.
- Ability to work in all weather conditions.
- Basic math and measuring skills.
- Basic computer knowledge and skills a bonus, but not required
- Valid Wisconsin driver's license, proof of insurance, and meet the requirements of Driving Newcap Vehicles policy.

EDUCATION:

- High School Diploma or GED equivalent

CERTIFICATIONS – Preferred But Not Required

- OSHA 10 Hr. Construction Safety and Health.
- Lead Safe trained

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In dusty environments, the employee must be able and willing to wear company supplied N95 disposable respirators.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear. Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is required to stand, walk, and exert up to 50 pounds of force and/or move objects.

While performing the duties of this job, the employee may be required to balance, stoop, kneel, crouch or crawl.

OTHER DUTIES:

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please Note: Due to the large number of resumes received, only those applicants selected for interviews will be contacted.

Thank you for your interest in joining our Team!