

JOB DESCRIPTION

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Revision Date: _____

Job Title: General Labor

Job Classification: Hourly

Department: HSES

Reports To: HSES Supervisor

Job Summary

Responsible to Performs a variety of tasks involving physical labor in a shipbuilding environment.

Duties and Responsibilities

- Operates hand or power tools of all types such as grinders and touches.
- Dig trenches with a hand shovel.
- Distribute water to various areas throughout the facility.
- Cleans and maintains all areas of the yard including but not limited to restrooms, parking lot and landscaping.
- Assist other departments with any labor needs.
- Unplug commodes, urinals and sink drains without dismantling the fixture.
- Clean and disinfect restroom and replenishes restrooms with consumable supplies.
- Spot wash walls.
- Replace light bulbs and broken globes as needed.
- Moves and arranges furniture and furnishings.
- Washes interior and exterior windows.
- Washes trucks and other vehicles.
- Cleans platforms, dry dock and other areas using a broom and water hose.
- Sorts lumber, metals and other scrap materials.
- Collects and empties all trash containers and moves to pick-up station.
- Removes paint and scale from metal surfaces using hand or power tools.
- Keeps routine records and makes routine reports.
- Conveys materials and tools to work site.
- Performs other duties as assigned.

Additional duties and responsibilities may be added to this position as required by the organization.

Commitment to QHSE

employees are required to follow Quality, Health, Safety, and Environmental Policies & Procedures on a daily basis. Employees are required to work safely, effectively, and efficiently in order to care for the environment, work place, and coworkers. Employees are highly encouraged to suggest ways to improve any aspect of the company's processes.

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Experience Qualification	
Minimum of 1 years of general labor experience preferred	
Skills and Abilities Qualification	
Bilingual (English/Spanish) Preferred Communication Skills Judgment and Decision Making Skills	Various Heights Reliability Teamwork Oriented
Education Qualification	
High School Diploma or Equivalent preferred	

Job Description Approvals	
Dept. Head Name: _____	
Dept. Head Signature: _____	Date: _____
HR Manager Name: _____	
HR Manager Signature: _____	Date: _____

Employee Acknowledgement of Job Description	
Print Employee Name: _____	ID#: _____
Employee Signature: _____	Date: _____