

## General Laborer

Reports to Production Manager and Shop Foreman

### **PURPOSE OF THE POSITION:**

General Laborers perform manual duties set out by supervisors. General Laborers' responsibilities include working with power tools, maintaining a clean work environment and receiving goods. These duties may include assisting with extra workload, covering absences and vacations, and supplementing crews to meet unusual changes in the production.

### ***Supervisory Responsibilities:***

- None.

### ***Duties/Responsibilities:***

- Cleans and lubricates equipment, maintains a manufacturing area free from debris and dirt, and readies or puts away tools as assigned.
- Closely follows directions to operate machinery, hold or supply materials and tools, and load or unload items on machinery and assembly lines.
- Cares for property by cutting grass, repairing yard, pulling and discarding weeds, or shoveling and removing snow.
- Performs jobs and tasks as assigned by the Shop Foreman.
- Must be trained to act as forklift operator.
- Reports any issues to the Shop Foreman.
- 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.
- Stamina and strength to perform manual labor.
- Excellent hand-eye-coordination skills.

### ***Education and Experience:***

- Previous manufacturing experience preferred.
- High school diploma or equivalent.
- A valid driver's license.
- Job training for this position is provided by the Shop Foreman.

### ***Physical Requirements:***

- Prolonged periods standing and walking.
- Must be able to lift up to 50 pounds at times.
- Manual dexterity as needed to operate a variety of machinery and equipment.
- Must be able to work in a variety of weather conditions and tolerate exposure to typical noises and smells associated with the plant.

***WORKING CONDITIONS:***

This job operates in a manufacturing environment.

***Environmental Conditions***

- Temperatures fluctuate with seasons.
- Noise level is moderate to loud.
- Much of the work is self-paced.
- Smoke free work place.
- Drug free work place.

**Sensory Demands**

The incumbent must spend long hours in intense concentration.

**Mental Demands**

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.