



JAMERSON-LEWIS

CONSTRUCTION

DREAM. PLAN. BUILD.

Job Title: Helper

Department: Construction

Summary: The purpose of this job description is to establish and define reporting relationships; requirements; authorities; responsibilities; duties; and accountability thereof for the position of Helper.

A Helper is generally described as an onsite workman responsible for assisting in the safe execution of work within the budget, time, and quality assurance constraints of projects.

Reporting Relationships:

Helpers report to the Superintendents of their respectively assigned projects; Carpenters to which they are assigned to provide assistance; the Vice President-Construction in general; the Project Managers of their respectively assigned projects; and the Safety Director regarding risk management, safety, and protection of persons in the field.

Requirements:

Education:

- **Required: Safety Training as deemed by the Safety Director**
- Preferred: High School Diploma; Continuing Education Emphasizing Current Trends in the Industry;

Licensing/Registration/Certification

- **Required: OSHA 10-Hour**
- Preferred: Valid Virginia Drivers License; First Aid & CPR training; Hazardous Materials Abatement

Experience

- Required: None
- Preferred: 5-Years Assisting in the Field of Carpentry

Skills, Knowledge, & Abilities

- Generally Required: Organization of activities to accomplish company and project objectives, policies, and plans; understanding, supporting, and upholding objectives, policies, and procedures to others; maintaining morale of employees by setting a high



standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in others; good housekeeping and personal appearance.

- Specifically Required:
 - assessment of jobsite risk & prevention including proficient erection of temporary barriers and enclosures;
 - proficient in assistance with the assembly and placement of company-performed work;
 - proficient daily interim and final cleaning including segregation of recyclable waste;
 - proficient jobsite traffic control;
 - proficient preventive and general maintenance of small hand, electric, and pneumatic tools and equipment;
 - basic identification of mold, asbestos, and lead hazards;
 - proficient selective demolishing of work to be removed;
 - proficient minor excavation and earth compaction;
 - proficient minor underground utilities and foundation drainage;
 - proficient in assistance with the preparation, placement, and completion associated with small quantities of site concrete including stairs, pads, site lighting bases, and pavement;
 - proficient interpretation of underground utility hazard markings;
 - proficient implementation of basic erosion and sediment control measures and recognition and correction of deficiencies in existing installations;
 - proficient in assistance with the preparation, placement, and completion associated with cast-in-place concrete assemblies;
 - proficient remediation associated with cast-in-place concrete assemblies;
 - proficient in assistance with the installation of cold-formed metal framing and miscellaneous metals including bearing plates, bolted assemblies, bollards, ladders, guard & handrails;
 - proficient in assistance with the preparation, placement, and completion associated with rough carpentry assemblies including wall framing, roof framing, wood blocking, and the construction of stairs and landings;
 - proficient in assistance with the preparation, placement, and completion associated with architectural millwork and casework assemblies;
 - proficient in assistance with the preparation, placement, and completion of waterproofing, caulking, insulation, firestopping, and similar components;
 - proficient in assistance with the preparation, placement, and completion of shingles and similar roofing components;
 - proficient in assistance with the preparation, placement, and completion of doors and windows and associated frames and hardware;



- proficient in assistance with the preparation, placement, and completion of small quantities of gypsum board assemblies;
- proficient preparation, placement, and completion of paints and similar coatings;
- proficient in assistance with the preparation, placement, and completion of specialties such as miscellaneous cabinets, shelving, columns and covers, restroom accessories, fabricated partitions, rails, guards, gates, display boards and marking surfaces, louvers and vents, and other similar items and accessories;
- proficient in assistance with the preparation, placement, and completion of furnishings such as shades, blinds, benches, mats, trash receptacles, bicycle racks, projection screens, audio visual mounting devices, loading dock equipment, athletic equipment, and other similar items and accessories;
- proficient in assistance with the preparation, placement, and completion of pre-engineered metal building assemblies, components, and similar items and accessories;
- recognition and reporting of non-compliance with respect to the Quality Assurance program;

- Preferred: Advanced levels of the above

Physical Requirements: Proficient natural or corrected vision; speaking; sitting; standing; walking; climbing; extended working hours; ability to lift a minimum of 70 pounds;

Mental Requirements: proficient oral communication in the English language; basic ability to visualize 3-dimensional objects from 2-dimensional references.

Working Conditions: Typical jobsite construction environment with constant exposure to hot and cold; high and low; wet and dry; & clean and unclean field conditions.

Authorities and Responsibilities:

Authority: Employ proper safety measures; accelerate or suspend the progression of work to secure projects from threats of injury , casualty, or property loss with proper safety measures in absence of Superintendent; erection of temporary barriers and enclosures to secure projects from threats of climate, fire, theft, and vandalism in absence of Superintendent; purchase materials and goods for scopes of work as directed by the Superintendent; report noncompliant employees, subcontractors, and suppliers with respect to the company's Safety and Quality Assurance programs.



Duties:

General

- organizing activities to accomplish company and project objectives, policies, and plans;
- understanding, supporting, and upholding objectives, policies, and procedures to others;
- maintaining morale of employees by setting a high standard of conduct and productivity, encouraging other employees, maintaining a daily routine, and taking a personal interest in others;
- perpetuating good housekeeping and personal appearance;

Safety & Risk Management

- upholding life safety in execution & progression of work;
- upholding prevailing environmental requirements;
- securing projects from threats of injury, casualty, and property loss;
- securing projects from threats of climate, fire, theft, and vandalism;
- making Superintendent, Safety Director, jobsite workmen, and visitors aware of unsafe conditions;
- summoning fire and Emergency Medical Services during emergencies;
- if certified, administering first aid and CPR in the absence of Emergency Medical Services;

Scheduling:

- achieving scheduling goals assigned by the Superintendent;

Financial:

- requesting information for the proper coding of invoices for material purchases from Superintendent;
- properly reporting worked employee hours to Superintendent, uniquely diverse to the work performed;
- discouraging and preventing wasteful material and equipment consumptions;

Quality Assurance

- assisting the Superintendent in fulfilling the intent of the work;
- assisting the Superintendent in erecting and maintaining flawless project signs;
- assisting the Superintendent in maintaining company tools and equipment to maximize their useful life;
- assisting the Superintendent in shielding the project from inaccuracy, nonconformance, and negligence;
- accomplishing the timely and successful completion of inspection punch lists

