



The following is an inclusion into the Hagar Enterprises, Inc. employee handbook. This has been introduced to better the understanding and expectations of each role and responsibility. This insert does not take precedence over any contractual or proposal for a specific employee in the hiring process.

Title: Laborer

Term Status: The position of laborer can be part time or full time. This job is intended to be long term.

Description:

The duties of a laborer are a supportive role for the daily operations of each work crews. Although assignments may be made for an employee to remain on a particular crew, for example sealcoating/stripping crew, adjustments will be made regularly for logistical reasons such as weather or excessive work load on that crew. Fields of work will include excavation, paving, sealcoating, pavement markings, assisting in carpentry and installing pavement related products.

Duties will include but not be limited to the following.

- Directly responsible to the foreman or superior
- Checking of trucks at the start of a shift. This would include checking of fluids, mechanics of truck (lights etc.) and tools and equipment assigned to that truck.
- Cleaning of equipment and trucks.
- General maintenance of company owned buildings and equipment.
- Assisting mechanic with more in-depth repairs.
- Labor skills on a job site involving shoveling, raking, wheel barreling
- Installing asphalt, gravel or other materials.
- Operating basic equipment such as plate compactors, saws and shop equipment for general maintenance or repair.
- Lifting of objects over head in excess of fifty pounds.
- Carrying, moving, stacking or otherwise transporting heavy objects such as buckets of paint, boxes of delivered goods.
- Mixing coatings, paint.
- Operation of stripping equipment, sealcoating unit.

- Exposure to petroleum products, cleaning solvents and hot asphalt.
- Any of the duties above may be performed at night on a regular or irregular basis.

Pay Scale:

Pay will be based on an individual basis and adjusted based upon performance evaluations, ambition and adaptability. Thirty day, Sixty day and one year evaluations will be conducted on all new employees of this position or sooner if requested by the employee or supervisor.

Benefits:

Benefits will include the following

- Vacation (As outlined 302 of employee handbook)
- Holiday Pay (As outlined 303 of employee handbook)
- Sick Leave (As outlined 305 of employee handbook)
- Retirement Plan
- Company Clothing
- Use of company Assets

Hours:

At least forty hours a week for paving season. (Typically late April to December)
Eligible to work overtime as needed.

Requirements:

A valid Maine Class C License
Ability to pass a drug screening test.
Ability to lift excess of fifty pounds over head.