

## SMOKY HILL, LLC

### Basic Work Requirements

#### Tasks performed:

Loads, unloads, transports and stockpiles material and equipment. Works with all crews doing whatever is required, including but not limited to all hand tool work; assisting others in setting forms; helping construct various things with a variety of materials; nailing; shoveling, placing, striking off and float finishing concrete; assisting in placing reinforcing rods and/or wire mesh in place with fasteners; may lay or assist in laying various types of pipe to form encasements, storm sewers, pipelines and drains; may clean, sandblast, paint, caulk and seal; may act as a flag person or may be a pilot vehicle driver to direct traffic through or around construction area; may strip and clean concrete forms and do all other general construction labor work.

May operate smaller vehicles or construction equipment, depending on prior experience and demonstrated ability. Must have a valid driver's license to drive.

#### WORKING CONDITIONS:

Most of the work is outdoors and extreme high and low temperatures are regularly encountered. Work will often continue in windy, rainy, snowy and otherwise inclement weather.

Regular attendance is required. If work is available, every effort is made to work Monday through Friday as a minimum, with frequent work on Saturday and occasional work on Sunday. Hours are variable, and while a 9 hour day during daylight hours is typical, work is occasionally done at all hours of the day and night. Employees are expected to make maximum effort to adjust their personal affairs so that they can be available for work, especially on critical pour days or at times when critical activities are being done. Employees are expected to tell their supervisor in advance if they cannot be on the job.

#### LOCATION OF WORK:

The company does work primarily in Kansas, and/or a 250 mile radius of Salina, KS. However, work is occasionally done at other locations. Employees are expected to report for work wherever they are assigned. Employees may be reimbursed for a portion of their expenses when working a considerable distance from their home. Transportation may be furnished in some instances.

Much of the work is done with the aid of or close by heavy equipment. Employees must be willing to learn the particular dangers involved in working around such equipment.

#### PHYSICAL MENTAL AND EDUCATIONAL ATTRIBUTES:

Will be expected to walk, lift, climb, reach, and do a wide variety of physical tasks. Work may be strenuous for long or short periods. Weights of up to 100 lbs. may be lifted occasionally. Weights of up to 50 lbs. may be lifted in awkward or unusual positions. Weights of up to 50 lbs may be lifted repetitively.

Will be expected to learn safety procedures, construction procedures, working schedules, nomenclature and other things important to the job. Will be expected to read instructions, labels, warning signs and other important information.

Management realizes that people are different and cannot all safely make the same motions and do the same tasks. Employee is expected to advise the company of any medical restrictions or limitations established by a medical professional. Management is expected to apply this information and to maintain the physical capabilities of your body and use them in a safe and efficient manner. Management expects each individual to learn good working techniques, use those techniques, and use common sense and good judgment as each does their job.

## **SMOKY HILL, LLC**

### **Basic Work Requirements**

The senses of sight, sound, smell, touch, and taste are valuable aids in safety, and absence of any is cause for a safety concern, and should be shared and recognized by the employee, by coworkers, and by supervisors.

Employees are assumed to be able to read, write and speak the English language and do arithmetic at the 10th grade level. These specific educational skills may not be required for every task, but their absence may require accommodation and should at least be known by the supervisor.

Smoky Hill, LLC, has a drug policy. It is posted in prominent locations and publicized to employees. Employees are advised that it will be enforced. To the extent that alcohol is a drug, it will be subject to the same rules, and under no conditions will person under the influence of alcohol or drugs be allowed on the job site. Absence due to previous alcohol consumption will not be excused.

Post-offer but pre-employment checks will be made. Employees must be judged to be dependable and trustworthy. Health and physical condition must be judged suitable in accordance with applicable law and the requirements of the job. Motor vehicle records that show excessive violations will restrict the duties and jobs to which a person may be assigned.

#### **ACCOMMODATION POLICY AND ACCOMMODATION AVAILABILITY:**

Definition of "accommodation": This means to make some change in the job or its surroundings that will allow a person with some special condition or handicap to perform the job in a satisfactory fashion.

Because the construction work performed by this company and the tasks that construction workers do is so varied, it is impossible to describe in advance what a particular assignment will require or permit. However, a VARIETY OF ACCOMMODATIONS may be made. Each employee is expected and required to let their supervisor know of any special personal situations which may need to be accommodated.

Because the type of work changes frequently, decisions on accommodation will have to be made frequently. Some of the factors to be considered are:

Type of activity ... number of people working on the activity ... cost of possible accommodation ... safety consideration ... opportunities for shifting certain tasks to others ... relationship between one person's problem which needs accommodation and the problems of others which may need accommodation.

# SMOKY HILL, LLC

## Physical Capacity Profile test

You will be expected to complete a Physical Capacity Profile at the Salina Occupational Performance Center, (or similar test at other locations) at the Company's choice and expense. That testing procedure will measure several physical characteristics for about 20 minutes that will establish your Physical Capacity Level. Medical conditions can discontinue the test before completion. In this case you will be required to provide a Doctor's restrictions and authorization to continue the test. The expense of the Doctor's examination will be the responsibility of the Employee.

Results of the Physical Capacity Profile test will establish your physical level as follows:

Level 1: Sedentary Work Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing

Level 2: Light Work -Exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Level 3: Medium Work -Exerting 20 to 50 pounds of force occasionally and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

Level 4: Heavy Work - Exerting 50 to 100 pounds of force occasionally and/or up to 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Level 5: Very Heavy Work -- Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly.

## Job Descriptions

### Construction Worker

Meet Basic Work Requirements.

Labor work is involved. Must meet Level 4 Physical capacity

Examples of work (but by no means complete):

- Load, unload, carry, transport and stockpile material and equipment
- Hand tool work such as saws, shovel, sledge hammer, hammer, pick, etc.
- Assist in setting forms, paving accessories, rebar, mesh, etc. Nailing, aligning,
- Concrete work-shoveling, leveling, placing, screed and strike off, help finishers
- Lay pipe of many types in many conditions-usually in trenches and excavations
- Clean, sandblast, paint, caulk, seal
- Flag for traffic control
- General labor work

# SMOKY HILL, LLC

## **Truck Driver, CDL- A or B**

Meet Basic Work Requirements

Construction Worker duties appropriate for level 3

Maintain valid Kansas Class B Commercial Drivers license and medical card:

Safely operate tandem axle trucks: dump truck, Concrete Mixer, water truck, and other

Maintain valid Kansas Class A Commercial Drivers license and medical card:

Safely operate tandem axle trucks: dump truck, Concrete Mixer, water truck, and other

Safely operate triple axle straight semi tractor and trailer: Dump trucks, Low boy trailer, other trailers

Physical ability to

- safely climb in and out of cab, bed and mixer
- safely sit behind the wheel and operate the truck
- Safely operate truck accessories such as concrete chutes, water hoses, etc.
- Keep truck bed, mixers, tanks, etc. clean and operable
- Use mirrors, turn to look and any operating requirement

Labor is involved. Must meet Level 3 Physical capacity

Maintain the vehicle: Check and fill all fluids; Clean cab, mirrors and glass; check gages; check tires

Perform walk around inspections

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 10<sup>th</sup> grade level. Write legibly and coherently

## **Operator (General Requirements for all operators)**

Meet Basic Work Requirements

Construction Worker duties appropriate for level 3

Labor work is involved. Operators are expected to perform Construction Worker task when not operating

Operators must be able to safely mount and dismount the machine at frequent intervals

Maintain the equipment as required and without reminders:

- Check and fill all fluids
- Clean cab, mirrors and glass
- Monitor gages
- check tires/tracks
- All lubrications at required intervals without
- Look for wear points/listen for unusual noises

Safely operate the machine within its limits and requirements of the job

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 10<sup>th</sup> grade level. Write legibly and coherently

## SMOKY HILL, LLC

### **Form setter/Finisher**

Meet Basic Work Requirements

Construction Worker duties appropriate for level 4

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 10<sup>th</sup> grade level. Write legibly and coherently

Set string lines and forms from information furnished by plans or stakes

Check flow lines, identify drainage problems, correct as required. Notify supervisor of problems

Brace forms. Install chamfers and detail requirements

Direct and assist construction workers to install paving accessories, tie bars, baskets, etc.

Direct construction workers to place and screed concrete

Direct construction workers to strip forms, grout tie holes, and similar finish

Finish concrete to flat surfaces that drain properly without tool marks and with a high quality appearance

More experienced finishers will be able to finish curb and gutters, building floors and other special surfaces

### **Pipe Layer**

Meet Basic Work Requirements

Construction Worker duties appropriate for level 4

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 10<sup>th</sup> grade level. Write legibly and coherently

Set laser, string lines, etc. to establish pipe grades from information furnished by plans or stakes

Make and check joint connections, pipe flowlines, grades and alignments

Identify drainage problems, correct as required. Notify supervisor of problems

Know, practice and teach safety procedures. Competent Person for excavations and trench safety

Grade, set manhole and precast structures

Competent Person for confined spaces

Test pipe systems and manholes

Direct and assist construction workers to help with piping and manhole installation, cleanup, preparations, etc.

Direct construction workers to make joints and connect existing facilities

### **Office Personnel**

Meet Basic Work Requirements, herein

Construction Worker duties appropriate for level 1

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 12<sup>th</sup> grade level. Write legibly and coherently

Exhibit, maintain and update skills required for the project, to be furnished at interview

# SMOKY HILL, LLC

## **Mechanic**

Meet Basic Work Requirements, herein

Construction Worker duties appropriate for level 3

Maintain a valid driver's license

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 12<sup>th</sup> grade level. Write legibly and coherently

Exhibit, maintain and update skills to troubleshoot basic repair diesel and gasoline engines, hydraulic systems

Troubleshoot and repair basic electrical and control systems

Basic welding to repair and maintain equipment

No person knows everything. Every person is expected and required to tell the supervisor when an activity is beyond that person's ability.

## **Superintendent, Foreman, Quality Control**

Meet Basic Work Requirements, herein

Meet "Project Superintendent Responsibilities" furnished at interview

Construction Worker duties appropriate for level 3

Maintain a valid driver's license

Report all incidents, accidents, safety violations, maintenance deficiencies

Read and comprehend at a 12<sup>th</sup> grade level. Write legibly and coherently

Exhibit, maintain and update skills required for the project, to be furnished at interview