

R. G. BORTZ CONSTRUCTION CO., INC.

JOB CLASSIFICATIONS, JOB DESCRIPTIONS, and REQUIRED TOOLS

<u>JOB CLASSIFICATION</u>	<u>JOB DESCRIPTION</u>	<u>TOOLS NEEDED</u>
<u>General Laborer</u>	<ul style="list-style-type: none"> - Offload and stock materials - Supply all others with materials - Pull braces off - Backnailing - Job site clean up daily - Misc. tasks assigned by crew leader 	<ul style="list-style-type: none"> - Tool Pouch - 20 Oz. Hammer - 25 Ft. Tape - 8 Pt. Handsaw. - Prybar - Snips - Utility Knife
<u>Carpenter's Helper</u>	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Knowledge of measuring and cutting wood - Some hand nailing - Assist Carpenters and Apprentices - Operate electrical power tools 	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Chalk Box - Nail Punch - Combination Square or Tri-Sq. - Framing Square
<u>Carpenter Apprentice</u>	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Operate air tools - Plumb and rack walls - Sheet decks and roofs - Install windows and doors 	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Chisel - Cats Paw - 2' and 4' Levels - Straight and Phillips Screw Drivers - String Line
<u>Carpenter</u>	<p>Understanding of all of the above plus:</p> <ul style="list-style-type: none"> - Knowledge of all angle cuts - Complete knowledge of installation of roof systems, walls, floors, ceilings, and exterior decks 	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Set of spade bits - Set of twist bits - Wrench Set - 100' Tape - Plumb Bob
<u>Lead Carpenter or Crew Leader</u>	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Knowledge of how building is put together - Full understanding of blueprints and layout methods - Responsibility for the accuracy and quality of the work of others - Willingness to accept any tasks 	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Obtain any hand tools not listed above, which will help the job run efficiently
<u>Trim Carpenter</u>	<ul style="list-style-type: none"> - Basic knowledge of framing - Expert door installer - Full working knowledge of all aspects of trim out and casework installation - Ability to envision solutions to problems presented and to work them out in a timely manner 	<ul style="list-style-type: none"> - All hand tools required to complete any job assigned
<u>Foreman</u>	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Complete understanding of blueprints and how building goes together - Management of people, dividing into groups that make the job go - Authority to dismiss any employee under his/her direct supervision 	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Any specialized tools needed to make the job run efficiently
<u>Supervisor</u>	<p>All of the above plus:</p> <ul style="list-style-type: none"> - Direct contact with owner of Co. - to be advised and updated in changes to contracts and company policy - Direct contact with General Contractor to be sure things are correct - Maintain and uphold the company's position on any contract matters 	<p>-All of the above</p>