



## **GENERAL LABORER POSITION DESCRIPTION**

TexAmericas Center (TAC) is a special purpose district of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

### **GENERAL DESCRIPTION**

The Laborer will report to the Executive Vice President/COO through a designated plant or maintenance department head as may be required to fulfill overall labor needs. The Laborer will be responsible for various activities in support of the activities needed to support the mission of the organization. The Laborer performs manual labor and learns to perform semi-skilled work in the maintenance, operation, repair, and construction fields. Duties are performed under the direct supervision of a maintenance technician or other supervisor.

### **PRIMARY RESPONSIBILITIES**

- Provides manual labor to repair fence, move product, repair tractors or other duties as assigned.
- Digs holes and ditches with shovel and other hand tools.
- Cleans and maintains tools and equipment.
- Responsible for keeping site and grounds clean and neat.
- Performs daily equipment checks.
- Picks up necessary supplies and tools from warehouse or vendors as directed.
- Responds to emergency calls at all hours.
- Performs work safely in accordance with departmental safety procedures and operates equipment safely. Reports any unsafe work condition or practice to supervisor.
- Performs other related and non-related duties as assigned.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

High school Graduate or GED; Valid Class "C" Driver's License. Prior work experience in an industrial/mechanical setting highly desirable. Operating or working alongside backhoe, loader, forklift, tractor or related material handling equipment experience also highly desirable.

### **REQUIRED SKILLS/KNOWLEDGE AND ABILITIES**

Knowledge of basic construction and maintenance techniques; general maintenance operations; Ability to follow oral instructions promptly and accurately; Ability to work in disagreeable conditions; Ability to perform strenuous physical labor; Ability to work as an effective team member;



Ability to establish and maintain harmonious working relationships; Ability to complete projects in a timely manner.

### **WORK ENVIRONMENT**

Work is performed primarily in an outside environment or in industrial plant/shop areas. There is exposure to high equipment noise, chemical fumes, and potential electric and machinery hazards. Field conditions outdoors are varying weather conditions, with varying low to high equipment noise; walking on changing ground surfaces; and there is some driving in various weather conditions.

### **SALARY AND BENEFITS**

Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.

### **SPECIAL REQUIREMENTS**

Take pre-employment and annual physical examinations certifying ability to perform the essential job functions.

Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screen at any time and without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

***I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.***

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**Employee Signature**

**Date**

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.