



Job Description – Shop Laborer

Job Title: Shop Laborer	Location: Fort Wayne, IN
Reports to: Branch Shop Manager	Compensation: Hourly
Department: Contract	FLSA: Non-Exempt
Functional Group: Operations	Revision Date: 2/8/2022

Position Overview:

The Shop Laborer will complete all tasks related to preparing and completing all field jobs as listed below. They will maintain the supplies lot, grounds, and facility to provide a clean and efficient working environment.

Objectives:

- Communicate effectively with colleagues and management.
- Work within all guidelines efficiently and utilizing all safety rules.
- Maintain the facility in a clean and organized manner per all guidelines to maintain an organized work environment.

Responsibilities:

- Embraces TSC, LLC Core Values of Safety, Teamwork, Work Ethic, Service and Genuine.
- Properly and safely verify quantities, load, and unload field trucks with required supplies for efficient work on the jobs.
- Prepare and assemble signs for jobs as needed.
- Maintain the supply lot for neatness and efficiency.
- Clean and maintain the shop to provide an orderly and neat work environment.
- Repair and maintain signage and traffic control supplies to ensure they are in proper working order.
- Assist in other areas as needed to maintain the grounds and facility such as cleaning, organizing of plant.

Requirements & Qualifications:

- High School diploma or GED equivalent.
- For Hire endorsement.
- Proficient with hand tools.
- Must be able to pass and maintain a forklift license.
- Follow all safety rules and communicate instances where safety was not followed.
- Ability to work independently, make informed decisions, self-motivated and energetic.
- Exceptional ability to work in a team-fostered environment.
- Flexibility to adapt to all situations and work varied hours: possibly work weekends and/or evenings.
- Ability to perform at high levels in a fast-paced ever-changing work environment.
- High degree of accuracy and attention to detail and retention of information to efficiently work.

Traffic Control Specialists, LLC is an Affirmative Action/Equal Opportunity Employer and encourages all persons to apply for this position. Reasonable accommodation is provided as needed for employees and other affiliates.

Physical Job Description:

Job Title:	Shop Laborer
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Work will be performed in a shop environment and will include moving, pushing, pulling, lifting, driving, etc.
Equipment Used: (List all manual and automated equipment used while performing essential functions.)	Use of tools, machinery, and fleet, along with the use of computers and mobile devices.
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Must be able to perform typical shop functions such as moving, pushing, lifting (physical labor), the operation of machines/vehicles, etc.

ADA Worksheet

Analysis of Physical Demands

Please mark an X where appropriate.

N = Never

R = Rarely (less than 1 hour per week)

O = Occasional (1%-66% of time)

F = Frequent (34%-66% of time)

C = Constantly (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Less than 10 lbs.					X	Reach over shoulder			X		
11 - 20 lbs.					X	Reach over head			X		
21 - 50 lbs.				X		Reach outward			X		
51 - 100 lbs.			X			Climb			X		
More than 100 lbs.			X			Crawl			X		
						Kneel			X		
						Squat			X		
<i>Pushing/Pulling</i>						Sit		X			
Less than 10 lbs.					X	Walk - Normal Surfaces				X	
11 - 20 lbs.					X	Walk - Uneven Surfaces				X	
21 - 50 lbs.				X		Walk - Slippery Surfaces			X		
51 - 100 lbs.			X			Stand				X	
More than 100 lbs.			X			Bend			X		
<i>Driving</i>											
Automatic Trans			X								
Standard Trans			X								
<i>Other</i>											
Keyboard/Ten Key		X									
Fingering (fine dexterity)				X							
Handling (grasping, holding)				X							
Repetitive Motion - Hands				X							
Repetitive Motion - Feet				X							