

Dellinger Inc. Job Descriptions and Physical Requirements

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GENERAL LABORER

Primary Purpose:

Assist skilled craft workers in performing their assigned duties, usually under close supervision.

Typical Duties:

Performs a variety of functions which include digs, spreads, and levels dirt and gravel, using pick and shovel. Lifts, carries, and holds building materials, tools, and supplies. Cleans tools, equipment, materials, and work areas. Mixes, pours, and spreads concrete, asphalt, gravel, and other materials, using hand tools. Joins, wraps, and seals sections of pipe. Performs a variety of routine, non-machine tasks, such as removing forms from set concrete, filling expansion joints with asphalt, placing culvert/pipe sections in trench, assembling sections of dredge/bypass pipeline. Worker may spend time on one job or may be transferred from task to task as the project progresses to completion. Perform other duties as assigned.

Requirements:

Workers should be able to: Follow specific directions; perform a variety of duties which may often change; work within standards of accuracy; repeat tasks of short duration according to a set procedure; and evaluate information using measurable standards. Please see List of Physical Requirements.

SKILLED LABORER

Primary Purpose:

Assist skilled craft workers in performing their assigned duties. Work usually requires the ability to work without close supervision.

Typical Duties:

May perform a variety of functions such as: measures distances from grade stakes, drives stakes, and stretches tight line. Bolts, nails, aligns, and blocks up under forms. Signals operators of construction equipment to facilitate alignment, movement, and adjustment of machinery to conform to grade specifications, using pick and shovel. Mixes concrete, using portable mixer. Smooths and finishes freshly poured cement, mortar and concrete, using float, trowel, or screed. Position, joins, aligns, and seals pipe section. Erects scaffolding, shoring, and braces. Mops, brushes, or spreads paints or bituminous compounds over surfaces for protection. Sprays materials such as water, sand, steam, vinyl, and paint through hose to clean, coat, or seal surfaces. Applies caulking compounds by hand or with caulking gun to seal crevices. Grinds, sands, or polishes surfaces, such as concrete or wood flooring using abrasive tools or machines. Performs a variety of tasks involving dexterous use of hands and tools, such as demolishing buildings, sawing lumber, dismantling forms, removing projects from concrete, mounting pipe hangers, and cutting and

attaching insulating material. Perform other duties as assigned.

Requirements:

Workers should be able to: Follow specific directions; perform a variety of duties which may often change; work within standards of accuracy; repeat tasks of short duration according to a set procedure; and evaluate information using measurable standards. Please see List of Physical Requirements.

CARPENTER

Primary Purpose:

Constructs, erects, installs, and repairs structures and fixtures of various materials using carpenter's hand tools and power tools, and conforming to plans and specifications.

Typical Duties:

Prepares layout, using rule, framing square, and calipers. Marks cutting and assembly lines on materials using pencil, chalk, and marking gage. Shapes materials to prescribed measurements, using saws, chisel, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures. Fits and installs prefabricated window frames, doors, door frames, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates. Constructs forms, chutes, pours and finishes concrete. Erects scaffolding and ladders for assembling structures above ground level. Perform other duties as assigned.

Requirements:

Workers should be able to: Work within precise standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; and follow oral and written directions, plans, and blueprints. Please see List of Physical

Requirements.

CARPENTER HELPER/TRAINEE

Primary Purpose:

Assists Carpenters in the construction, installation, and repair of structures and fixtures of wood and plywood.

Typical Duties:

As directed by Carpenter, may cut pre-marked material or fixtures. Load, transport, unload, and furnish Carpenter with materials, tools, equipment, and supplies. Clean work area and restock supplies and materials as necessary. May assist in lifting, positioning, and securing of materials and work pieces during installation. May perform minor maintenance or cleaning activities of journeyman's tools and equipment. Perform other routine duties as directed by experienced craft person. May erect scaffolding and ladders for assembling structures above ground level. Perform other duties as assigned.

Requirements:

Workers should be able to: Follow specific directions; perform a variety of duties which may often change; work within standards of accuracy; repeat tasks of short duration according to a set procedure; evaluate information using measurable standards. Please see List of Physical Requirements.

HILLMAN

Primary Purpose:

Assist with pipe laying personnel in performing their assigned duties, usually under close supervision.

Typical Duties:

Performs a variety of functions which include Rigging pipe to be set in place, set up and removal of pumps. Digs, spreads, and levels dirt and gravel, using pick and shovel. Lifts, carries, and holds building materials, tools, and supplies. Cleans tools, equipment, materials, and work areas. Mixes, pours, and spreads concrete and grout using hand tools. Joins, wraps, and seals sections of pipe. Performs a variety of routine, non-machine tasks, such as removing forms from set concrete, placing culvert/pipe sections

in trench, assembling sections of bypass pipeline.

Requirements:

Workers should be able to: Follow specific directions; perform a variety of duties which may often change; work within standards of accuracy; repeat tasks of short duration according to a set procedure; and evaluate information using measurable standards. Please see List of Physical Requirements.

PIPELAYER

Primary Purpose:

Lays clay, concrete, steel, copper, cast iron (CIP), ductile iron (DIP), polyvinyl chloride (PVC), ABS or other type pipe for water mains, sanitary sewer, storm drains, and culverts.

Typical Duties:

Should be able to direct equipment to rough grade ditch; to direct equipment to deliver material to ditch; able to grade and prepare ditch bed to accept pipe, fittings, and manholes; able to lay pipe, set fittings, manholes, and/or other materials; ensure pipe, fitting, or manhole are properly bedded, backfilled, and protected; able to direct initial back fill to ensure the pipe, fitting, or manhole is properly supported, backfilled, and protected. Should be able to identify, know, and use necessary hand signals for traffic and pipe laying; familiar with various types of pipes, fittings, and manholes; instructed in how to identify, make, check and repair the following types of joints: flanged, mechanical, welded, bell and spigot, sleeve or coupling, bell clamp. Should be able to recognize the following types of soil and the dangers/problems related to them: clay, sand, rock, combination dry and wet, combination rock and soil. Use cut-off saw, chain saw, hand tamp, gas torch, jack hammer, pavement breaker, and compaction equipment without supervision. Familiar with and assist in establishing proper shoring system for trench shields, steel shoring, wood shoring, hydraulic trench jacks, screw trench jacks, and rigid spreaders. Familiar with proper dewatering system such as well point, centrifugal pump, diaphragm pump, and submersible pump. Set up laser.

Check pipe grades with level. Organize tools required for each day's work. Drill and load dynamite pop shots and maintain blasting log. Mix mortar and hydraulic cement for patches and stopping leaks. Perform other duties as assigned.

Requirements:

Workers should be able to: follow specific instructions; work within standards of accuracy; evaluate information using measurable standards; follow good safety practices. Please see List of Physical Requirements.

TAILMAN/ASSISTANT PIPELAYER

Primary Purpose:

Assists pipelayer with laying clay, concrete, steel, cast iron (CIP), ductile iron (DIP), polyvinyl chloride (PVC), ABS or other type pipe for water mains, sanitary sewer, and storm drains.

Typical Duties:

See pipelayer and semi-skilled laborer.

Requirements:

Workers should be able to: follow specific instructions; work within standards of accuracy; evaluate information using measurable standards; follow good safety practices. Please see List of Physical Requirements.

HEAVY EQUIPMENT OPERATOR

Primary Purpose:

Operates several types of heavy equipment such as backhoe, loaders, cranes, and dozers to excavate, move earth, and grade earth, erect structural and reinforcing steel, pour concrete or other hard surface paving materials and set pipes and culverts, etc.

Typical Duties:

Adjust handwheels and depresses pedals to drive machines and control attachments, such as blades, buckets, scrapers, and swing booms. Controlling levers and pedals on assigned equipment to lower bucket or scoop up material, and to lift, swing, or dump material. Positions crane boom and moving levers to control

equipment. May turn hand wheels on machine to adjust a blade attachment. Performs maintenance duties such as cleaning, greasing, and oiling machines. Where required, set up laser. Perform other duties as assigned.

Requirements:

Workers should be able to: practice good safety habits; work in dusty or dirty surroundings; follow instructions and meet set standards; judge distances and slopes accurately; and make decisions based on verifiable standards. Please see List of Physical Requirements.

FOREMAN

Primary Purpose:

To assist superintendent in the supervision and coordination of the activities of workers in one or more occupations.

Typical Duties:

Studies plans and specifications and studies production schedules. Reviews purchase orders and subcontract agreements. Must be adept in the activities of the workers supervising. Assists in the planning and organizing of job, helps coordinate job with engineer, owner, subcontractors/suppliers, property owners, general public, utility companies, state highway departments. Calls buried cable location service. Assists in the cost/coding of daily field reports, including equipment reports, excavations reports, weekly time sheets. Performs equipment maintenance as required. Responsible for turning in all jobsite packing slips to Monroe office completely coded. Helps keep project manager informed of project progress verbally and with written progress reports turned in weekly.

Helps provide leadership and supervision to employees working with crew. Assists in the communications on the jobsite and uphold the quality of the construction. Is knowledgeable about OSHA and Hazard Waste Requirements. Helps provide guidance and enforce jobsite safety. Assigns duties to employees. Assists in establishing or adjusting work procedures to meet production schedules. Recommends measures to

improve production methods, equipment performance, and suggests changes in working conditions and use of equipment to increase efficiency.

Requirements:

Workers should be able to: Work within standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; have valid driver's license; and follow oral and written directions, plans, and blueprints. Please see List of Physical Requirements.

SUPERINTENDENT

Primary Purpose:

Supervises and coordinates the activities of workers in one or more occupations.

Typical Duties:

Studies plans and specifications, studies production schedules, interprets equipment and labor requirements, reviews purchase orders and subcontract agreements. Must be adept in the activities of the workers supervising. Plans and organizes job, coordinates job with engineer, owner, subcontractors/suppliers, property owners, general public, utility companies, state highway departments. Calls buried cable location service. Responsible for cost/coding of daily field reports, including equipment reports, excavations reports, weekly time sheets. Performs equipment maintenance as required. Responsible for turning in all jobsite packing slips to Monroe office completely coded. Helps keep project manager informed of project progress verbally and with written progress reports turned in weekly.

Provides leadership and supervision to employees working with him. Responsible for the hiring, training, and motivating of employees working with him. Must be able to handle all communications on the jobsite and uphold the quality of the construction. Is knowledgeable about OSHA and Hazard Waste Requirements. Provides guidance and enforces jobsite safety. Interprets company policies to

employees. Assigns duties to employees. Establishes or adjusts work procedures to meet production schedules. Recommends measures to improve production methods, equipment performance, and suggests changes in working conditions and use of equipment to increase efficiency. Analyzes and resolves work problems.

Requirements:

Workers should be able to: Work within standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; have valid driver's license; and follow oral and written directions, plans, and blueprints. Please see List of Physical Requirements.

GENERAL SUPERINTENDENT

Primary Purpose:

Responsible for coordination and activities of Superintendents, Foremen and all other workers on various projects.

Typical Duties:

Markets and promotes the services of Dellinger, Inc; responsible for general overseeing of projects including coordinating the personnel requirements for project; advising Project Managers and Division Heads on equipment needed for projects; coordinates schedule of material deliveries to jobsite; is aware of safety, OSHA, and hazardous waste requirements for project; advises Project Managers about small tools needed for projects; codes invoices related to project; reviews coded time sheets, equipment reports, and daily reports from jobsite - makes corrections if necessary; coordination and correspondence with owner and engineer; project safety and employee training. Responsible for the inventory of material on Monroe yard; coordinates equipment moves to and from jobsites and Monroe yard; work with Project Managers on updating project schedules; and is responsible for jobsite safety and employee training. Have knowledge of crafts of people supervising. Evaluates employees for promotion. Performs

other duties as assigned.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; read plans and blueprints; communicate effectively; have valid driver's license; and have ability to organize and prioritize. Please see List of Physical Requirements.

ESTIMATOR

Primary Purpose:

Estimates either Line, Plant or Highway Division work and responsible for procuring safe and profitable work.

Typical Duties:

Marketing and promotion of services offered; orders plans and specifications of projects to be bid; orders bid bond for upcoming project bids; does on-site investigation of project to be bid including above ground, below ground, and accessibility to site; read specification book; solicit prices for materials and subcontract work; and prepare a complete estimate of the total cost of construction including cost of materials, personnel, equipment, fuel, etc. to be turned in at a set date and time. Continually develop cost information library for future bids and improve software programs used for bidding purposes. Responsible for all MBE/WBE documentation for project being bid including sending out letters and follow-up phone calls. Assist Project Managers with purchase orders, subcontracts, developing project schedule, job cost coding and other project set-up tasks. Responsible for Assistant Estimators and their duties. Perform other duties as assigned.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be measured or checked; look at flat drawings or pictures and understand how they will look as solid objects; read plans and blueprints; possess

excellent computer skills; follow oral and written instructions; have valid driver's license; operate drill test rig; and have the ability to organize and prioritize. Please see List of Physical Requirements.

ASSISTANT ESTIMATOR

Primary Purpose:

Assists the estimator with estimating either Line, Plant or Highway Division work and responsible for procuring safe and profitable work.

Typical Duties:

See Estimator.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be measured or checked; look at flat drawings or pictures and understand how they will look as solid objects; read plans and blueprints; possess excellent computer skills; follow oral and written instructions; have valid driver's license; operate drill test rig; and have the ability to organize and prioritize. Please see List of Physical Requirements.

PROJECT MANAGER

Primary Purpose:

Manages various construction projects and is responsible for delivering the work on time and within budget.

Typical Duties:

Responsible for writing purchase orders and subcontracts; obtaining shop drawings and submitting to owner for approval; expedites surplus material from yard back to jobsite: job cost coding and analysis; and monthly forecast of project budgets. Prepares superintendent folder which consists of copy of purchase orders, subcontracts, project schedule, cost codes, and telephone numbers. Keeps Supervisor advised of equipment and personnel requirements for project. Coordinates the personnel requirements for project; assigns equipment to project; coordinates schedule of material deliveries to jobsite; is aware of safety, OSHA, and hazardous waste requirements for project; coordinates

insurance claims; purchases small tools for projects; prepares change orders; prepares monthly pay estimates; prepares subcontractor's pay estimates; codes all invoices related to project; reviews coded time sheets, equipment reports, and daily reports - makes corrections if necessary; coordination and correspondence with project owner and engineer; project safety and employee training. Responsible for General Superintendents and Assistant Project Managers and their duties. Perform other duties as assigned.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; read plans and blueprints; possess computer skills; communicate effectively; have valid driver's license; and have ability to organize and prioritize. Please see List of Physical Requirements.

ASSISTANT PROJECT MANAGER

Primary Purpose:

Assist the Project Manager with managing various construction projects and is responsible for delivering the work on time and within budget.

Typical Duties:

See Project Manager.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be measured or checked; compare and see differences in size, shape, and form lines, figures, and objects; look at flat drawings or pictures and understand how they would look as solid objects; read plans and blueprints; possess computer skills; communicate effectively; have valid driver's license; and have ability to organize and prioritize. Please see List of Physical Requirements.

VICE PRESIDENT – DIVISION HEAD

Primary Purpose:

Plans, directs, and coordinates all activities dealing with either the Line, Plant or Highway Division, including estimating work, managing projects, and training supervising staff. Advises, makes recommendations, and assists in the formulation of goals and objectives of the Division.

Typical Duties:

Develops staffing plan, work plan and schedules for all Division projects and assigns, monitors, and evaluates the work of all Division superintendents. Responsible for all Division Project Managers and Estimators and all their duties. Markets and promotes the services offered by Dellinger, Inc. Keeps President advised of equipment and personnel requirements for project.

Coordinates the personnel requirements for project; assigns equipment to project; coordinates schedule of material deliveries to jobsite; is aware of safety, OSHA, and hazardous material requirements for project; coordinates insurance claims; purchases small tools for projects; reviews all purchase orders, subcontracts and change orders; reviews monthly pay estimates; reviews subcontractor's pay estimates; approves all invoices related to project; reviews coded time sheets, equipment reports, and daily reports - makes corrections if necessary; coordination and correspondence with project owner and engineer; project safety and employee training; makes recommendations on wages increases, discipline, and other employment-related decisions affecting staff.

Requirements:

Workers should be able to: communicate effectively; have good negotiation skills; possess excellent computer skills; work long and irregular hours under time constraints; work within standards of accuracy; follow oral and written instructions; delegating responsibility and achieving results through subordinates; read plans and blueprints; look at flat drawing and understand how they would look as solid objects; have ability to organize and prioritize; have

valid driver's license; and operate calculator. Please see List of Physical Requirements.

MECHANIC

Primary Purpose:

Under general supervision, performs work in the mechanical repair and maintenance of light and heavy gasoline and diesel-driven equipment.

Typical Duties:

Operates and inspects automotive and/or mechanical equipment to diagnose defects; analyzes malfunctions and performs general overhaul, tune-up, and repair work on automobiles, light equipment, and heavy equipment. Can estimate the cost of repairs; dismantles and reassembles equipment, using hoists or hand tools; plans work procedures, using charts, technical manuals, and experience; repairs, adjusts, and replaces necessary units and parts such as rods, valves, pistons, gears, bearings, fuel and exhaust components, assemblies and cooling; repairs, overhauls, and replaces brakes, ignition systems, transmissions, differentials, front and rear axle assemblies; repairs and installs hydraulic pumps and controls; inspects, repairs, overhauls, and assembles automotive electrical equipment such as generators, ignitions, and starters. Train operators and superintendents about preventive maintenance. Responsible for upkeep of service truck and tools.

Performs gas and acetylene welding, brazing, and soldering; uses lathes, sharpeners, and drill presses; lubricates a wide variety of parts and auxiliary equipment; maintains detailed records of time and materials used in each job; and inspects and tests repaired equipment. Perform other duties as assigned.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be checked or measured; have valid driver's license; and follow written or oral instructions and technical information. Please see List of Physical Requirements.

ASSISTANT MECHANIC

Primary Purpose:

Under supervision, assist mechanics with work in the mechanical repair and maintenance of light and heavy gasoline and diesel-driven equipment. Assists with general shop and yard work.

Typical Duties:

See Mechanic.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be checked or measured; have valid driver's license; and follow written or oral instructions and technical information. Please see List of Physical Requirements.

ACCOUNTS PAYABLE ADMINISTRATOR

Primary Purpose:

Under general supervision, performs responsible technical accounting work involving the processing of accounts payable and related work.

Typical Duties:

Responsible for all aspects of accounts payable processing including receiving invoices; verifying for accuracy and sales tax; recording sales tax to be paid monthly; matching invoices with packing slips; circulating invoices to be approved for payment by appropriate person; entering invoices into computer system; checking for errors; and processing checks/ACH payments. Handle all accounts payable correspondence including answering telephone and written requests for information regarding accounts. Files all packing slips incoming from field. Provides written or telephone information to set up new accounts including credit applications. Prepares monthly sales tax reports and payments for both North Carolina and South Carolina. May answer telephone in the absence of receptionist. Maintains Dellinger, Inc. accounts payable filing systems. Manages Dellinger, Inc. corporate credit cards and various store credit cards. Performs other duties as assigned.

Requirements:

Workers should be able to: work with standards of accuracy; follow oral and written instructions; work within a time frame; know modern office methods, practices, procedures, and equipment; fundamentals of financial record keeping; methods of performing business mathematic calculations; techniques, forms, and filing systems used in an accounting environment; operate calculator or adding machine; have computer experience in related accounting software packages; ability to organize and prioritize. Please see List of Physical Requirements.

SECRETARY/RECEPTIONIST ADMINISTRATOR

Primary Purpose:

Under general supervision, performs a variety of responsible secretarial and administrative duties.

Typical Duties:

Answers telephones and gives information to callers or routes call to appropriate person. Greets visitors, refers inquiries as appropriate, and conducts visitors to appropriate persons. Files correspondence and other records including accounts payable files. Responsible for setting up office project files for all departments. Prepares memos and sends out scheduled management mailings to superintendents each week. Types "The Laser" newsletter using Microsoft Office Publisher making necessary adjustments, prints, and mails newsletters. May make copies of correspondence or other printed matter, using copy machine. Prepares outgoing mail, using postage software. Uses Microsoft Office Software to compile, type, revise, combine, edit, print, and store documents. Proficient in Microsoft Office in order to type, revise, and combine material such as correspondence, reports, records, forms, and technical material from rough draft or corrected copy. Stores and files completed documents or reports on data storage medium. Enters commands to print/scan/copy documents and loads paper in printer. Orders and maintains inventory of all office supplies. Stores and arranges office supplies on shelves in storage room. Maintains insurance certificates for all subcontractors. Uses computer

software to input various data for jobs. Trained in aspects of Accounts Payable: Proficient with invoice matching, research, payment status, and various other assignments. Will open and distribute all mail to appropriate departments. Perform other duties as assigned.

Requirements:

Workers should be able to: work within standards of accuracy; follow oral and written instructions; perform a variety of duties which may often change; know modern office practices and procedures; type; have knowledge of computers and word processing including spreadsheets; have basic arithmetic and business English; ability to organize and prioritize. Please see List of Physical Requirements.

SHOP FOREMAN

Primary Purpose:

Under general supervision, orders, receives, issues and maintains equipment and automotive parts and materials; prepares records, reports, and correspondence related to automotive equipment repairs.

Typical Duties:

Determines and investigates sources of automotive supplies; secures price quotations and compares prices; negotiates with suppliers to obtain best price and terms; orders, receives, checks, stores, and issues parts and supplies; compiles data and periodic reports; maintains catalogs and related filing systems of equipment information along with technical information. May operate skytrak and crane to load and unload both incoming shipments and outgoing shipments. Responsible for compiling a complete company inventory of equipment and coordinates equipment rental cost per job. Assigns new company numbers to equipment as purchased and adds this equipment to the master equipment list. Assists with the scheduling of shop and field maintenance. Responsible for organizing and maintaining yard. Compiles mileage for shop and office vehicles and equipment each week. Responsible for shop and yard safety. Assists department heads with major equipment moves. Perform other duties as assigned.

Requirements:

Workers should be able to: work with standards of accuracy; rate information using standards which can be checked or measured; have valid driver's license; and follow oral and written instructions and technical information. Please see List of Physical Requirements.

VICE PRESIDENT - CONSTRUCTION EQUIPMENT

Primary Purpose:

Plans, directs, and coordinates activities dealing with equipment and Monroe shop. Advises, makes recommendations, and assists in the formulation of goals and objectives; and exercises independent judgement while carrying out overall responsibilities.

Typical Duties:

Develops staffing plan and establishes work plan and schedules for all of shop personnel; assigns, monitors, and evaluates the work of shop personnel; interviews, orients, and trains new staff; makes recommendations on wages increases, discipline, and other employment-related decisions affecting staff; and proposes changes to the level or type of staff required for effective operations.

Responsible for all company equipment inventory; equipment maintenance; and equipment repairs. Knowledgeable and enforces OSHA requirements on equipment. Responsible for equipment rental cost per job. Purchases all small tools for Monroe shop. Assists President with quotes and requirements for large equipment. Responsible for upkeep of Monroe office yard and buildings. Assists in coordination of major equipment moves with President and Department Heads. Establishes equipment insurance requirements and assists in coordination of Insurance claims. Responsible for all shop personnel training and safety. Responsible for designating Forklift Service Man and certifying Forklift Operators. Must be adept in the activities of mechanics.

Requirements:

Workers should be able to: work within standards of accuracy; rate information using standards which can be checked or measured; have valid driver's license; follow and give oral and written instructions and technical information. Please see List of Physical Requirements.

VICE PRESIDENT - INTERNAL CONTROLLER

Primary Purpose:

Oversees all operations in connection with financial matters including accounts receivable and payable, payroll, and auditing; trains and supervises office staff; develops and initiates systems, policies, and procedures for transacting financial matters; and ensures that the financial system is accurate, efficient, and in accordance with professional accounting practices and governmental regulations.

Typical Duties:

Develops and implements the Accounting Department's goals, projects, policies, procedures, methods, and controls; directs the general accounting activities including maintenance of general ledgers, analysis of computer printouts, and review of payroll records; prepare monthly and close-out reports; in house profit-loss statements, and special financial reports, studies, and analyses; works with CPA to develop and maintain internal audit control system and conduct a 6-month and yearly audit of account practices; and develops and administers the cash management program. Processes monthly payroll checks. Responsible for fixed asset records and property tax listings. Negotiates for the renewal of insurance policies, including group, LTD, and property and casualty. Reconciles regular and money market checking accounts. Administer the substance abuse program. May sign bid bonds. Maintains corporate minutes. Aids with computer software support.

Provides data, reports, and other information to assist in the preparation of forecasts revenues, expenditures and year-end balances; plans, designs,

implements, and modifies the data processing system; coordinates with other departments concerning short- and long-range fiscal needs and plans; responds to requests for information; supervises daily accounting operations, including banking information and signing of weekly payroll checks.

Requirements:

Workers should be able to: know principles, practices, and methods of modern accounting; work with standards of accuracy; follow oral and written instructions; work within a time frame; know modern office methods, practices, procedures, and equipment; fundamentals of financial record keeping; methods of performing business mathematic calculations; techniques, forms, and filing systems used in an accounting environment; operate calculator: have computer experience in related accounting software packages; ability to organize and prioritize. Please see List of Physical Requirements.

PERSONNEL ADMINISTRATOR/ HUMAN RESOURCES

Primary Purpose:

Under general supervision, plans and coordinates some of the functions of personnel administration, including weekly payroll processing.

Typical Duties:

Responsible for all aspects of weekly payroll processing including: opening and sorting payroll information from field; organizing and distributing various reports to appropriate persons; manually calculates hours for each employee on time sheets; enters all information into computer system, including employee number, job number, task code, and hours worked each day; completes the processing of the payroll on computer system, including writing checks, printing reports and posting information. Distributes all payroll information to department heads for review after processing complete. Check and send out all certified payroll reports to appropriate organizations weekly, including certified payrolls from Dellinger, Inc. subcontractors. Calculate the weekly payroll transfer amount, federal tax deposit, and state tax withheld. Prepare checks and

paperwork for all deposits. Prepare payroll quarterly reports. Responsible for reconciling the payroll account. Administers the 401K Savings/Retirement Plan. Handles all Long-Term Disability and Group Health insurance correspondence, including COBRA notifications/information and Section 125 information. Responsible for all personnel record keeping and filing, including employees' files. May order blank computer check and printed forms. Responsible for filing and maintaining all workers compensation files. Files all general liability claims (property damages, stolen equipment, etc.) with insurance company. Responsible for entering equipment maintenance information into computer system and printing out reports. Other duties as assigned.

Requirements:

Workers should be able to: know principles and practices of personnel administration; know applicable federal, state and local laws; work with standards of accuracy; follow oral and written instructions; work within a time frame; know modern office methods, practices, procedures, and equipment; fundamentals of financial record keeping; methods of performing business mathematic calculations; techniques, forms, and filing systems used in an accounting environment; operate calculator or adding machine; have computer experience in related accounting software packages; ability to organize and prioritize. Please see List of Physical Requirements.

ASSISTANT PERSONNEL ADMINISTRATOR/ HUMAN RESOURCES

Primary Purpose:

Under supervision, assists with planning and coordinating some of the functions of personnel administration, including weekly payroll processing.

Typical Duties:

See Personnel Administrator/ Human Resources.

Requirements:

Workers should be able to: know principles and practices of personnel administration; know applicable federal, state and local laws; work with standards of accuracy; follow oral and

written instructions; work within a time frame; know modern office methods, practices, procedures, and equipment; fundamentals of financial record keeping; methods of performing business mathematic calculations; techniques, forms, and filing systems used in an accounting environment; operate calculator or adding machine; have computer experience in related accounting software packages; ability to organize and prioritize.

SAFETY OFFICER

Primary Purpose:

Under the general supervision of the President, enforces, and teaches the safety policies of Dellinger, Inc.

Typical Duties:

Responsible for supplying job superintendents with weekly tool box safety talks; performs safety inspections and reviews for all jobs; knowledgeable about OSHA regulations and requirements; Administers the Dellinger, Inc. Hazardous Material Program; conducts substance abuse training on jobsites; oversees safety training program; makes recommendations about safety procedures and policies; oversees CDL (Commercial Driver's License) program and related information; handles all employee general education offered by Dellinger, Inc.; maintains safety training library; and promotes the Supervisory Education Program. Perform other duties as assigned.

Requirements:

Workers should be able to: communicate effectively, verbally and in writing; be knowledgeable about OSHA requirements and regulations; speak clearly; have computer spreadsheet knowledge; have ability to organize and prioritize; follow oral and written instructions; have valid driver's license; and have technical knowledge about safety issues. Please see List of Physical Requirements.

PRESIDENT

Primary Purpose:

Performs a wide range of difficult-to-complex administrative activities related to finances and accounting, marketing and promotion of services, staffing and personnel operations, and

discretionary activities that serve to support effective business operations. Uses considerable independent judgement in decisions that influence operations.

Typical Duties:

Directs and participates in the development and implementation of goals, objectives, policies, and procedures; directs and ensures proper coordination of all administrative affairs; and prepares agenda and documents. Develops and implements organizational and program plans; research applicable laws, legislation, and regulations; evaluates activities and interacts with representatives of comparable firms; and implements operations systems to achieve effective workloads and workflow. Secures the services and products of outside sources such as business insurance, vehicles and equipment, and legal or other advisory/support services. Performs immediate supervision of department heads and key support staff. Monitors and evaluates accounting systems, audits of accounts, and internal control methods; establishes the method and means of determining fiscal accountability; reviews and approves accounts payable, payroll, and other financial requisitions, purchase orders, receipts, and records. Develops and revises personnel policies, rules, procedures and directives, job specifications, performance evaluation methods, and all personnel forms and records; makes hiring, performance, and disciplinary determinations; conducts staff meetings; and initiates wage increases based on meritorious performance; hears and resolves complaints, problems, grievances. Signs construction contracts, subcontracts, bid bonds, and checks. Coordinates construction equipment. Involved in all aspects of employee training and safety. Acts as company EEO officer.

Requirements:

Workers should be able to: communicate effectively, verbally and in writing; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing, and fiscal needs; interpreting legal documents; evaluating fiscal and financial reports, forms, and data; analyzing complex written documents;

working long and irregular hours, and under pressure conditions; delegating responsibility and achieving results through subordinates: look at flat drawings and understand how they would look as solid objects; have valid driver's license; and read plans and blueprints. Please see List of Physical Requirements.

