



2023 BENEFIT SUMMARY

Benefit Type	Benefit Information
HEALTH INSURANCE	
Health Insurance Coverage is provided by Health Partners www.healthpartners.com 952.883.6000	High Deductible Health Plan (HDHP): Deductible: <ul style="list-style-type: none"> ▪ Single \$3500 ▪ Single + Dependents \$7000 (dependents are eligible children only) ▪ Family \$7000
Premiums Deducted in 24 pay periods	Premiums (per pay period): <ul style="list-style-type: none"> ▪ Single \$70.00 ▪ Single + Dependents \$265.00 ▪ Family \$375.00
Health Savings Account (HSA) Administered by Alerus Retirement & Benefits www.alerusrb.com 1.877.661.4727 Contributions made in 24 pay periods	Company Contribution to HSA <ul style="list-style-type: none"> ▪ Single \$37.50 ▪ Single + Dependents \$37.50 ▪ Family \$37.50 Annual HSA contribution limits (employee and employer combined): <ul style="list-style-type: none"> ▪ Single \$3850 ▪ Single + Dependents \$7750 ▪ Family \$7750
Eligibility for health and HSA	First day of hire
DENTAL INSURANCE	
Coverage is provided by Delta Dental www.deltadentalmn.org 1.800.553.9536	Deductible: \$50/individual; \$100/family Maximum Benefit: \$1,500 per individual per benefit period
Premiums Deducted in 24 pay periods	Premiums: <ul style="list-style-type: none"> ▪ Single \$28.31 ▪ Single + One \$49.88 ▪ Family \$73.94
VISION INSURANCE	
Coverage is provided by Avesis Incorporated www.avesis.com 800.828.9341	Vision Exam: One routine exam every benefit period with a \$10 copay. Lenses: Lenses allowed every benefit period with \$10 copay. Frames: Frames allowed every other benefit period limited to maximum benefit allowance of \$100 per frame.
Premiums Deducted in 24 pay periods	Premiums: <ul style="list-style-type: none"> ▪ Single \$4.41 ▪ Single + One \$7.71 ▪ Family \$11.46
Eligibility for dental and vision	Dental and vision are effective first of the month following hire date for full time employees (Minimum 30 hrs./week)
OTHER	
Life Insurance Coverage provided by Equitable	Basic Life Insurance Coverage: \$20,000 for all full time employees Premiums: Employer paid benefit. Eligible 30 days from your start date
Long Term Disability (LTD) Coverage provided by Equitable	Coverage: Disability coverage will provide 60% of salary up to a monthly maximum benefit following a 90 day waiting period. Employees are covered up to the age of 65 for illness or injury. Employer pays the premium. Eligible 90 days from your start date
Flexible Spending Account (FSA) Administered by Alerus Retirement & Benefits www.alerusrb.com 1.877.661.4727	Full time employees are eligible to participate in medical and dependent care FSA. Employees may contribute up to \$5000 for dependent care expenses and up to \$3050 in medical expenses annually. If you participate in the HSA, you will be enrolled in a FSA Limited plan in which you may only use those dollars for vision and dental expenses as HSA will cover medical expenses.



2023 BENEFIT SUMMARY

Employee Assistance Program (EAP) 833.256.5115 Provided by Equitable Guidanceresources.com	EAP is available to all employees through Guidance Resources in conjunction with Equitable. Coverage includes three free counseling sessions per issue. A wide variety of services are available. All services are kept strictly confidential between the provider and the employee. 24 hours a day, seven days a week																																						
Voluntary Insurance Provided by Allstate Wallwork's contact is Lisa Hartman at 1-866-897-2459	Allstate insurance is available to full-time employees following the first of the month after 30 days of employment. Available policies include: Accident Insurance, and Critical Illness (includes cancer benefits).																																						
Voluntary Term Life Insurance- AD&D and STD Coverage provided Equitable 866-274-9887 or 866.897.2459	Available for employees working a minimum of 30 hrs./week Coverage: <ul style="list-style-type: none"> ▪ Employee coverage ▪ Spouse- up to 50% of employee amount Child- cannot exceed spouse amount																																						
401(k) Retirement Savings Plan Provided by Alerus www.alerusrb.com 800.795.2697	Coverage: Available to all employees who have attained age 18 and works a minimum of one hour. Allows employees to redirect 1% to 50% of salary up to the maximum allowed by law. Matching Contribution: W.W. Wallwork Inc. will match the employee contribution at 50% up to a maximum employer contribution of 3%. New hires will automatically be enrolled at 4% upon eligibility; January 1, all employees will automatically be increased by 1% of their current contribution; both auto enrollments have the option of opting out at any time. **Max limit \$22,500 in 2023. If you are age 50 or over, the catch-up contribution limit is \$7,500 Eligible to enroll first day of month following 30 days of employment.																																						
Paid Time Off (PTO)	Employees earn paid time off (PTO) each pay period to be used for vacation, sick time, holidays, and any other leave away from work. PTO hours will be accrued based on seniority date and includes holiday hours (see table below). The maximum amount of PTO which can be accumulated is 320 hours, at which time your PTO will stop accruing. Unused PTO hours for salaried employees can be cashed out at a rate of 70% of their base salary; hourly employees can cash out at 70% of their regular pay per hour. Both plans require a minimum accrued balance of 40 hours to be available after cash out to allow necessary time available for vacations, sick, holidays, etc. A minimum of 40 hours is allowed to be cashed out. Planned PTO requests should be previously approved by your manager.																																						
PTO Accrual Rate		<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="background-color: #0056b3; color: white;">Years of Service</th> <th style="background-color: #0056b3; color: white;">Annual PTO</th> <th style="background-color: #0056b3; color: white;">Accrual Rate PPP</th> </tr> </thead> <tbody> <tr><td>0-1 year</td><td>15 days</td><td>4.615 hours</td></tr> <tr><td>1-3 years</td><td>20 days</td><td>6.154 hours</td></tr> <tr><td>4-5 years</td><td>21 days</td><td>6.462 hours</td></tr> <tr><td>6-7 years</td><td>22 days</td><td>6.770 hours</td></tr> <tr><td>8-9 years</td><td>23 days</td><td>7.077 hours</td></tr> <tr><td>10-11 years</td><td>24 days</td><td>7.385 hours</td></tr> <tr><td>12-13 years</td><td>25 days</td><td>7.692 hours</td></tr> <tr><td>14-16 years</td><td>26 days</td><td>8.000 hours</td></tr> <tr><td>17-19 years</td><td>27 days</td><td>8.308 hours</td></tr> <tr><td>20-24 years</td><td>28 days</td><td>8.616 hours</td></tr> <tr><td>25 + years</td><td>29 days</td><td>8.923 hours</td></tr> </tbody> </table>	Years of Service	Annual PTO	Accrual Rate PPP	0-1 year	15 days	4.615 hours	1-3 years	20 days	6.154 hours	4-5 years	21 days	6.462 hours	6-7 years	22 days	6.770 hours	8-9 years	23 days	7.077 hours	10-11 years	24 days	7.385 hours	12-13 years	25 days	7.692 hours	14-16 years	26 days	8.000 hours	17-19 years	27 days	8.308 hours	20-24 years	28 days	8.616 hours	25 + years	29 days	8.923 hours	
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Scheduled Holidays (PTO will be applied)	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (close at 1:00 pm), Christmas Day and New Year's Eve (close at 5:00 pm). **Holiday hours may vary by location and business needs.																																						



Job Description

JOB SUMMARY

The Diesel Technician maintains diesel equipment operation by completing inspections and preventive maintenance requirements; correcting vehicle deficiencies; making adjustments and alignments; keeping records.

QUALIFICATIONS (*minimum requirements*)

Education and/or years' experience required:

- **Associates degree from a mechanical trade school or working towards the completion of degree.**
- A valid driver's license with a clean driving record.

Preferred/Required Skills and Abilities:

- Tooling, supply management, mechanical inspection tools, and technical understanding.
- Strong attention to detail, dependable, and a thoroughness in work
- Excellent verbal communication, documentation skills, inventory control and job knowledge

ESSENTIAL FUNCTIONS AND ACCOUNTABILITES

- Determines vehicle condition by conducting inspections and diagnostic tests, identifying worn and damaged parts.
- Keeps equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures.
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems, such as, power and drive trains, electrical, air conditioning, fuel, emission, brake, steering, hydraulics; completes machine shop operations; making adjustments and alignments including bearing loads, gear tooth contact, valve mechanisms, governors, oil systems, control linkages, clutches, and traction units.
- Verifies vehicle performance by conducting test drives, adjusting controls and systems.
- Complies with federal and state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle records by annotating services and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty, evaluating service and parts options.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical and regulation publications.



Job Description

Enhances maintenance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- Adhere to work schedule and maintain regular attendance.
- Performs Wallwork Inc.-wide duties as requested by the designated supervisor.
- Upholds Wallwork Inc. ethical standards and demonstrates the behavioral and service expectations as defined in our policies and procedures.

The above functions listed are intended to describe the major elements and requirements of the position and should not be taken as an exhaustive list of all essential responsibilities, duties, and skills required of the individuals assigned to this position. Performance of the essential functions may require specific physical demands as described in this job description.

Class I - Internship Technician (Intern/Apprentice): \$23-\$25/hr

- Technician in training

Class E Description: \$27-\$30/hr

- Lube Rack
- Basic Wiring (lights)
- Brakes
- Wheel Seals
- Basic ABS Diagnostic

Class D Description: \$30-\$35/hr

- All Class E items
- Federal DOT
- Suspension work
- Clutch Replacement
- Drivetrain Replacement
- Air System

Class C Description: \$35-\$40/hr + Flat Rate

- All Class D items
- HVAC
- Charging System
- Hydraulics
- Basic Fuel System
- Basic Engine Diagnostics
- Advanced ABS Diagnostics

Class B Description: \$40-\$43/hr + Flat Rate

- All Class C items
- Dyno Operation
- Aftertreatment System
- Engine Overhaul

Class A Description: \$43-\$47/hr + Flat Rate

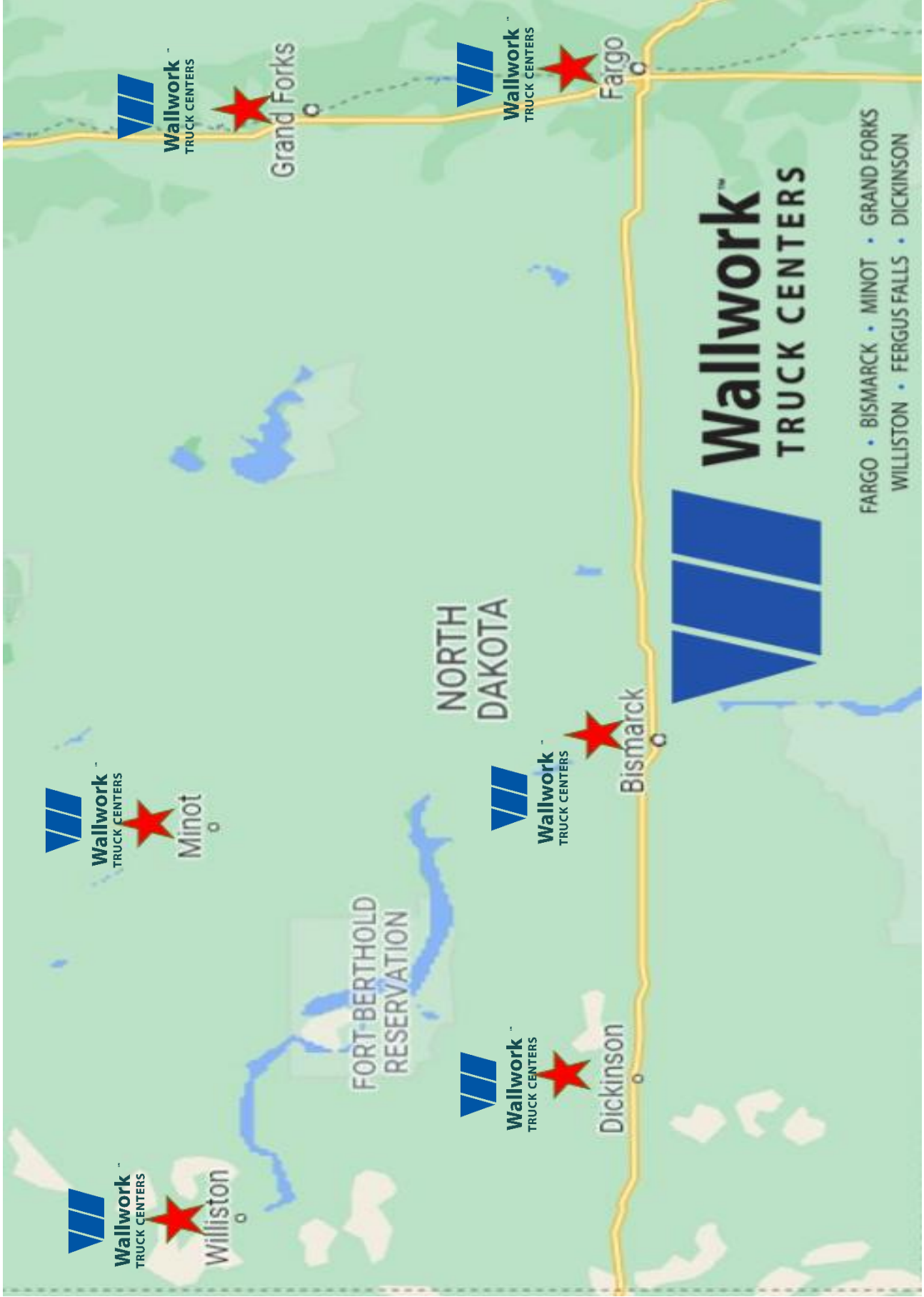
- All Class B items
- Transmission Rebuild
- Rear End Rebuild
- Advanced Electrical
- Advanced Engine Diagnostics
- Multi Engine Certified

Differential Shift Pay

- + \$3.50/hr Shift 4 (weekend)
- + \$4.00/hr Shift 3 (overnights)
- + \$1.00/hr Shift 2 (evenings)
- + \$2.00/hr Mobile svc

For a tech to move up to the next Class the tech needs to maintain a minimum of 95% efficiency in all items in that class and 100% quality.

Internship and employee pay may differ per branch due to local wage adjustments.



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REQUIRED TOOLING

- Basic metal tool box
 - Must have wheels and be moveable
- Basic hand tools
 - 1/4" Drive socket set with metric & standard sockets – standard and deep lengths
 - 1/4" Drive ratchet
 - 1/4" Drive extensions – assorted lengths
 - 3/8" Drive socket set with ratchet, 5" to 10" extensions, and a universal joint – standard and deep lengths
 - 3/8" Drive standard short socket set from 3/8" to 3/4"
 - 3/8" Drive standard 6 pt deep socket set from 3/8" to 7/8"
 - 3/8" Drive metric 6 pt short socket set from 8-19 mm.
 - 3/8" Drive metric 6 pt deep socket set from 8-19 mm.
 - 1/2" Drive ratchet with Standard (1/2" – 1 1/8") and Metric (10 mm – 24 mm) Sockets – Short and Deep
 - 1/2" to 3/8" adapter
 - 3/8" to 1/2" adaptor
 - 1/2" to 3/4" adaptor
 - 3/8" drive torx set 10-T55
 - 1/2"-1 1/4" 1/2" drive deep socket
 - 3/8" drive Allen sockets – standard and metric
 - Standard combination wrench set 5/16" to 1- 1/4"
 - Metric combination wrench set 8-22 mm.
 - Metric Allen wrenches "L" shape
 - Standard Allen wrenches "L" shape
 - 1/2" Torque Wrench 50 – 250 Ft lbs.
 - 3/8 Torque Wrench – inch lbs
 - Screw Drivers -
 - Flat blade 1 1/2", 4", 8" and 12" long
 - Phillips #'s 1, 2, 3, and 4
 - Flash light
 - Flat tip snapping pliers
 - Combination pliers
 - Diagonal side cutter
 - 10" Channel lock
 - Ball peen hammer 3 piece set 16 oz., 24 oz., & 48 oz.
- 12" Crescent wrench
- 10" Vice grip
- Needle nose pliers

- 48 oz. Soft tip hammer
- Punch set with one brass punch, center punch
- Chisel set
- Hack saw and blade
- Gasket scrapper
- Flat file with handle
- Round file with handle
- Feeler gauge (45^o ends)
- Test light 12- volt
- Digital volt ohm meter
- Good Pair of Safety glasses
- Test Jumper leads / test wires
- Wire strippers / crimpers
- Air Chuck (Tire inflator)
- Tire Pressure gauge
- Variable Blow Gun with rubber tip with adapter OSHA approved
- Electrical terminal back probe kit
- High speed steel drill bits
- 25' tape measure
- 1/16-1/2 high speed drill bits
- Center punch
- 3-piece pry bar set

- Cordless Drill and Drill bit set
- 1/4" and 3/8" flex head ratchet
- Standard and Metric tap & die set
- Standard and Metric short stubby wrenches
- 1/4" and 3/8" Metric swivel sockets
- 1/2" Impact
- 3/8" Impact
- Air die grinder / Cut off tool
- 1/2" Impact sockets – Deep and Standard
- 3/8" Impact sockets – Deep and Standard

Fargo Trailer Center™



Trailer Technician Job Description

JOB SUMMARY

The **Trailer Technician** will be responsible for troubleshooting and making repairs to trailers, including air, brake, electrical systems or other repairs. The Trailer Technician will repair trailers in accordance with factory, dealership and D.O.T. specifications by performing job tasks using hand/power tools and welders.

- **\$5000 Sign-on bonus spread out over 2 years if Technician has all their own tools and toolbox.**
- **Toolbox program in place of the bonus. FTC will supply a toolbox and tool cart and all necessary tools to do the job. After 2 years of employment as a Trailer Technician for Fargo Trailer Center then the box and tools are theirs free and clear.**
- **Option to be sent through Lynnes Welding School for certifications after certain criteria is met.**
- **Uniforms provided.**
- **Boot allowance once per year with reimbursement for 1/2 the cost up to \$100.**
- **On the job training**
- **Tool incentive every month for the most improved employee and most efficient employee.**

QUALIFICATIONS (*minimum requirements*)

Education and/or years' experience required:

- High School Diploma or G.E.D.
- Valid driver's license with acceptable driving record.
- Technical background preferred

Preferred/Required Skills and Abilities:

- Must have own tools
- Hydraulic experience a plus (not required)
- Trailer body experience a plus (not required)
- Welding and fabrication experience a plus

ESSENTIAL FUNCTIONS AND ACCOUNTABILITES

- Diagnose and make recommendations on repairs as required.
- Communicate with the parts department to obtain needed parts.
- Perform work as outlined on repair order with efficiency and accuracy in accordance with dealership and factory standards on all styles of trailers as assigned.
- Perform additional inspection of trailer to include loose wires, damage, misrouted wires or hoses that may be rubbing on other components and are subject to cause a malfunction or failure and determine if additional safety or service work is required.
- Remove accessories, electrical and mechanical equipment, trim or any other components to gain clear access to areas of vehicle needing repair.
- Consult immediately with the Shop Foreman if additional work is needed, if work outlined is not needed, or if repairs cannot be completed within the time promised.
- Repair damaged structural components or replace as requested on work order.
- Document all work performed.
- Advise Shop Foreman of any problems: parts hold ups, sublet repair needs, or other changes that may affect the promise time.
- Ensure that customer's trailers are kept clean.
- Keep shop area neat and clean.
- Adhere to work schedule and maintain regular attendance.
- Performs Wallwork Inc. wide duties as requested by the designated supervisor.
- Upholds Wallwork Inc. ethical standards and demonstrate the behavioral and service expectations as defined in our policies and procedures.

The above functions listed are intended to describe the major elements and requirements of the position and should not be taken as an exhaustive list of all essential responsibilities, duties, and skills required of the individuals assigned to this position. Performance of the essential functions may require specific physical demands as described in this job description.

Shawn Howland | **Service Manager** | **Fargo Trailer Center**

Desk: 701-476-7472 | Cell: 701-404-0886 | shawn.howland@wallworktrucks.com

APPLY TODAY!





Truck Body Technician Job Description

JOB SUMMARY

The Truck Body Technician repairs damaged body parts and bodies of heavy-duty trucks in accordance with factory and dealership specifications using hand tools and power tools.

- **Up to \$5000 sign on bonus over 24 months**
- **Ongoing training and development**
- **Flat rate pay options available to top techs**
- **Great company culture with multiple employee outings**
- **Uniforms provided**
- **No nights, weekends, or holidays**

QUALIFICATIONS (*minimum requirements*)

Education and/or years' experience required:

- Associates degree from a mechanical trade school or in process of completion of degree.

Preferred/Required Skills and Abilities:

- Technical understanding
- Strong attention to detail
- Strong work ethic
- Excellent verbal and written communication skills

ESSENTIAL FUNCTIONS AND ACCOUNTABILITES

- Determines vehicle condition by conducting inspections and diagnostic tests; identifying worn and damaged parts.
- Corrects vehicle deficiencies by removing, repairing, adjusting, overhauling, assembling, disassembling, and replacing major assemblies, sub-assemblies, components, parts, or systems.
- Remove upholstery, accessories, electrical and hydraulic window-and-seat-operating equipment, and trim to gain access to vehicle body and fenders.
- Bolt or weld replacement parts in position, using wrenches or welding equipment.
- File, grind and sand repaired surfaces.
- Repair or replace defective mechanical parts.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.



Truck Body Technician Job Description

- Contains costs by using warranty, evaluating service and parts options.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Enhances maintenance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Adhere to work schedule and maintain regular attendance.
- Performs Wallwork Inc.-wide duties as requested by the designated supervisor.
- Upholds Wallwork Inc. ethical standards and demonstrates the behavioral and service expectations as defined in our policies and procedures.

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David Livingstone | **Body Shop Manager** | **Wallwork Collision Center-Bismarck** |
Desk: 701-221-4636 | Cell: 701-204-2277 | David.Livingstone@wallworktrucks.com

Bismarck Collision Center



Todd Steenerson | **Body Shop Manager** | **Wallwork Collision Center-Fargo**
Direct: 701-476-7076 | todd.steenerson@wallwortrucks.com



Fargo Collision Center