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Company Job Positions and Descriptions

Tools: Effective upon first day of employment. All Employees **must have** adequate tools to properly perform their respective tasks.

K & M Concrete will provide you with all PPE required for your job duties including, but not limited to:

- Hard hat
- Dark & clear safety glasses
- Reflective vest
- Gloves
- Whirley bird
- Hearing protection
- Respiratory protection

You need to provide your own:

- Work boots
- Mud boots
- Tool pouch
- Tape measure
- Hammer
- Utility knife

In addition to the above, finishers/flat work crews must provide their own:

- Mags
- Sliders
- Edgers
- Darby
- All Steels

1. Concrete Laborers: Concrete laborers perform tasks involving physical labor for concrete and masonry construction projects, as well as all other duties required. They may operate a variety of hand and power tools; may clean and prepare sites, dig trenches, set braces and concrete forms, help pour and rake concrete, erect scaffolding, clean up rubble and debris and remove waste materials and may assist other craft workers.

2. Concrete Finishers: Concrete finishers must be able to do everything a concrete laborer does, concrete finishing duties, as well as all other duties required. These include but are not limited to: operate a screed to level freshly placed concrete according to grade and depth specification; smooth concrete surface using either a hand trowel, long handled "bull float" powered float and/or riding trowel machine; cut joints/grooves in concrete with edging tools to help control cracking as well as layout and saw cut joints with an early entry saw; apply hardening and sealing components to cure surfaces; monitor the wind, heat and cold as it affects the curing of concrete; set and place forms to proper elevations and location, prepare the base and install proper reinforcing; install anchor bolts, steel plates imbeds and other fixtures into freshly poured concrete and/or pattern or stamp the surface or provide a decorative finish.

3. Concrete Foremen: Concrete foremen rank above laborers and finishers but below superintendents. Foremen help determine priorities for work to be done, sometimes based on their own initiative and authority, but more often based on the needs communicated by management. They need to ensure that workers obey all safety regulations, communicate with workers the tasks that need to be completed, train new workers in specific tasks, and assist the superintendent, as well as all other duties required. Foremen are responsible for submitting detailed daily per diem sheets, daily JSA's, Fit for Work forms as required and entering their crews' hours into Crew Console. The per diem sheet must be done and submitted by the following day at noon. Foremen are responsible for turning in change order materials with receipts. Foremen must track T & M work and turn it in to the PM in the requested format. Foremen are also responsible to ensure the equipment they are using is in good operating condition and if it is not, to call Kyle at the shop or the rental company it came from to get it repaired. Foremen must coordinate directly with any K & M Concrete subcontractors they are directly working with. Foremen must make sure their work area and job site are kept clean and picked up. Foremen are also responsible for quality control walk arounds and must be able to identify problems or issues they see on the job site.

4. Concrete Superintendents: Superintendents oversee the concrete construction for a variety of projects, as well as all other duties required. They must: effectively manage and schedule foremen and their crews to complete all projects on time and within budget; ensure that all projects meet the high quality standards required by our company; maintain excellent relationships with owners, general contractors, subcontractors, vendors and employees; ensure that strict safety standards are followed at all times; ensure accuracy or timekeeping and vendor invoices; manage all aspects of structural concrete work to include paving, foundations, layout and controls, placing consolidating and finishing concrete best practices; determine sequencing or work and communicate updates with management; train and groom employees to cross-train and advance their skill set so they can grow with the company; schedule subcontractors in accordance with required work schedule; schedule pump trucks, material and equipment deliveries; maintain quality control for work performed by employees and subcontractors.

5. Estimator: Our estimator must identify and quantify construction factors, such as production time, materials, and labor expenses; travel to jobsites when needed to gather information on materials and labor required and other factors; read blueprints and technical documents in order to prepare estimates; collaborate with engineers, architects, clients, and contractors on estimates; consult with management and industry experts to discuss estimates and resolve issues; use computer software to calculate estimates; evaluate a product's cost-effectiveness or profitability; recommend ways to make a project more cost effective or profitable; work with sales teams to prepare estimates and bids for clients; develop project plans for the duration of the project, as well as any and all other duties required.

6. Office Manager: Our office manager will organize and coordinate our office administration and procedures, to ensure organizational effectiveness and efficiency, as well as all other duties required. The office manager must wear many hats in handling a wide range of administrative duties and be able to work independently with little or no supervision, as well as be well organized and flexible. Some of these duties are: handling vendor invoices and payments; handle customer invoices and receipts, lien notices and work order changes; point person for maintenance, mailing, shipping, supplies, equipment, bills and errands; provide general support to visitors; implement filing systems, ensure security, integrity and confidentiality of data; prepare operational reports and schedules to ensure efficiency; coordinate schedules, appointments and bookings; monitor and maintain office supplies inventory; handle customer inquiries and complaints; maintain a safe and secure working environment.

7. HR/Safety Manager: Our HR/Safety manager is responsible for preventing accidents in business and job sites. Some of the specific duties are to create programs such as company policies, investigate cases of accidents, and implement post-injury follow up procedures for workers. Our safety manager performs onsite safety inspections on various jobsites; provide backup and support for our superintendents and foremen; monitors the tracking of OSHA-required data; plan and organize continuing education and certifications; and track, monitor, and document all safety incidents to identify trends that cause accidents. As HR manager, completes all employment paperwork for employees, administers Company benefits, recruits new employees, conducts investigations when employee complaints or concerns are brought forth, review, guides and approves management recommendations for employment terminations, plan and lead annual kick off and safety meeting, work closely with work comp and unemployment insurance, and foster good relations with all employees, as well as all other duties required.

- Maintain and improve the company's labor force by establishing a recruiting
- Establishing and maintaining records on potential employee candidates
- Establish a back to work program. Include specific volunteer organizations to partner with depending on injury.
- Peer groups: join and be involved with organizations to improve your knowledge and utilize and implement what you have learned.
- Continuing education: Attending workshops or online CEU's minimum of 20 CEU per year
- Updating job descriptions/requirements
- Schedule employee workshops/ensuring employees have proper certifications.
- Administer employee benefits and get required information to Office Manager
- Thorough new employee orientations
- Enforce employee disciplinary policies and follow through, including superintendents and foremen.

8. Shop/Yard Manager: In charge of management of company's equipment and maintenance operations. Schedules and prioritizes equipment repairs and maintenance as well as assigning equipment to crews and projects. Oversees multiple maintenance mechanics, establishes productivity goals and tracks progress of work as well as all other duties required.

- Oversees maintenance and repair of equipment, both in the shop and at project jobsites
- Ensure that all the equipment is completely inspected at least once a year and is calibrated based on the manufacturer's recommendations or government standard.
- Ensures the ready status of idle equipment
- Manages the inbound and outbound inspection process.
- Establishes service schedules on vehicles and equipment
- Develops and maintains files on all equipment for historical data
- Models and reinforces safety as a top priority of K & M Concrete
- Exercises good interpersonal skills by gladly assisting others to accomplish work of the company, even if it is outside the scope of regular duties
- Recognizes and maintains confidentiality of information
- Organizes and manages time, duties and activities efficiently
- Schedule, order parts, and repair equipment
- Deliver and retrieve equipment from jobsites
- Organize construction equipment in yard and in the shop
- Maintenance of shop and yard – example: lights, doors, tools, floor
- KEEP SHOP CLEAN and functional
- Routine preventative maintenance of small equipment such as saws, generators, and other small equipment
- Keep inventory on hand for common parts and items used often to repair and service Bobcats, trailers, pickups, generators, and semi
 - Examples: springs for Bob-tach, extra hub bolts, lights
- Keep office clean and organized
- SYNC HOURS DAILY
- Additional training if available – example: Bobcat of Grand Forks
- Establish equipment identifiers/ #'s and who is using them

9. Project Manager: PM will be responsible for the administration of multiple/simultaneous concrete construction projects, including preconstruction planning, project organization, facilitation, and close out. PM will be working in a closely held corporate environment and will need above average team building and communication skills.

PM must be able to travel to jobsites to perform site observations and attend regular construction meetings. PM must be able to read blueprints and other technical documents to prepare estimates and collaborate with industry professionals and internal management to validate assumptions and minimize potential issues. PM must be able to use computer software for estimating and project management tasks, recommend means and methods to make projects more cost effective, develop project plans for the successful implementation of projects, and all other duties required.

- Prepare and review project estimates and pricing strategies and collaborate with management to establish key financial performance indicators.
- Create, Update, and Reconcile Project Budgets and Schedules
- Negotiate, contract, purchase, and organize delivery of sub-contractor services, construction materials and consumables, including preparation of contracts and purchase orders
- Prepare, transmit, and track approvals of material submittals and shop drawings

- Populate project startup checklist
- Attend on-site construction meetings
- Review field change orders, prepare and facilitate change management as required
- Review and validate weekly project WIP (work in progress) inputs with management
- Approve Vendor Invoices
- Approve Client invoices
- Prepare Timesheets and Expense Documents
- Populate and maintain drawings and documents on PlanGrid or similar software
- Organize and transmit specified project closeout documents including data collection on foundation and paving layouts

10. Fleet Maintenance Manager: The Fleet Maintenance Manager will be expected to perform preventative, predictive, and scheduled maintenance. Fleet tracking and asset allocation will be a big part of this job. Other responsibilities will include servicing and performing adjustments and repairs on trucks and construction equipment in the field, as well as ordering parts and supplies.

The Fleet Maintenance Manager is responsible for planning and scheduling the repair work and ensuring that all work is done in a safe and timely manner and reducing lost productivity within the shop. The Fleet Maintenance Manager will also be responsible for maintaining accurate records.

- Experience with a focus on diesel engines and construction equipment.
- Ability to assemble and perform maintenance functions on equipment.
- Perform diagnosis, repair, and recondition machine systems and components.
- Diagnostics and repair of construction equipment.
- Compile detailed work orders upon completion of repair.
- Good financial management and planning skills
- DOT Compliance
- Diesel Mechanic Certified
- Organization Skills
- Keep shop area neat and clean
- Must be flexible as some travel required

Must have a clean driving record and valid CDL License (or willing to obtain)