

# Steinbrecher COMPANIES, INC.

**Steinbrecher Companies, Inc** is a family owned business operating out of the Elk River/Zimmerman area. We are currently looking for dedicated, hardworking laborers and assistant operators to fill our excavating and septic crews. These are Full-Time, Long-Term employment opportunities with the potential of year round work. Job tasks include

- Operating various construction equipment including excavators/backhoes, skid/track loaders, front end loaders, tractors, and rolloff trucks. May also include forklifts and other equipment as needed.
- Work efficiently onsite assisting with general labor tasks including gluing pipe, moving product onsite, and other general duties as directed by supervisor.
- Servicing and maintain equipment as directed.
- Stocking trailers with product and supplies.

**Immediate Benefits: Include working locally, home every night, working outdoors, and working for a family owned business.**

#### **Required Education:**

- **High School Diploma or Equivalent**
- Preferred: Formal Training in Machine Operations from an accredited training facility & OSHA Certification

#### **Experience Preferred :**

- Septic Installation
- **Experience Operating Heavy Equipment**, such as excavator, dozer, skid loader, wheel loader, and rolloff/dump truck.

#### **Required Certificates & Licenses:**

- **Class A Driver's License, Clean Driving Record & Current DOT Physical**
- Preferred Certificates & Licenses: Pipe Layer Certificate, SSTS Septic Licenses, DOT Equipment Inspectors License

#### **Other Benefits include:**

- **Competitive Pay, Health Insurance, Simple IRA, Annual Bonus, PTO, Paid Holidays, Phone & Boot Stipend, On the Job Training, Opportunity for Growth and Advancement.** (Benefits become available at specific employment intervals.)

#### **Preferred Qualities:**

- Must be Hard Working
- Self-Motivated
- Looking to Grow with family owned company
- Must be Reliable and dependable

#### **Must Pass a Pre-Employment Drug Screening.**

We look forward to the opportunity of discussing your career and development possibilities with you. Contact Kari at 763-274-0925 for more information. You can also print applications and full job descriptions online at [www.SteinbrecherCompanies.com](http://www.SteinbrecherCompanies.com)



## Operator Assistant/Laborer

|                       |   |                                   |                                  |
|-----------------------|---|-----------------------------------|----------------------------------|
| <b>FLSA Status:</b>   | Non-Exempt                              | <b>Reports To:</b>                | Operator Supervisor<br>(Foreman) |
| <b>Work Schedule:</b> | Mon - Friday,<br>w/ occasional weekends | <b>Amount of Travel Required:</b> | No travel required               |
| <b>Job Status:</b>    | Full Time                               | <b>Positions Supervised:</b>      | None                             |

### POSITION SUMMARY

Under general supervision, assist on site where needed, including but not limited to assisting with machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials, haul equipment to and from job site, and install and service of septic systems. Assist in servicing equipment. Assist with onsite tasks as directed.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Assist operator in setting up and inspecting equipment prior to operation.
- Observe hand signals, grade stakes, and other markings in assisting operator so that work can be performed to specifications.
- Become familiar with digging plans, machine capabilities and limitations, and with efficient and safe digging procedures regarding utilities in a given application.
- Assist operator in machinery to perform activities such as backfilling excavations, vibrating or breaking rock or concrete.
- Assist operator in creating and maintaining inclines and ramps, and handle slides, mud, and pit cleanings and maintenance.
- Assist in lubricating, adjusting, and repairing machinery, and replace parts such as gears, bearings, and bucket teeth, etc.
- Move materials to and around a construction site.
- Measure and verify levels of rock or gravel, bases, and other excavated material.
- Receive written or oral instructions regarding material movement or excavation.
- Adjust dig face angles for varying overburden depths and set lengths.
- Drive machines and haul equipment safely to work sites.
- Perform manual labor to prepare or finish sites, such as shoveling materials by hand. Operating hand compactor as needed, gluing pipe, assembling components of septic systems.
- Assist ground workers engaged in activities such as moving stakes or markers, or changing positions of towers.
- Assist operator in demolishing buildings using safe procedures as required by local, state and federal rules.
- Maintain all required records and documentation
- Assist in working with Subcontractors engaged in placing blocks and outriggers in order to prevent capsizing of machines when lifting heavy loads.

- Follow safety rules and regulations.
- Performs miscellaneous job-related duties as assigned.
- Enforce safety rules and regulations.
- Record regular inventory and complete required paperwork.
- Record information such as production or operational data on specified forms or reports
- Resolve worker problems or collaborate with coworkers to assist in problem resolution.
- Wash and keep equipment clean on a weekly basis.
- Perform routine maintenance on vehicles and equipment such as checking oil, tires, etc.
- Grease, adjust, and repair machinery, and replace parts as needed or as directed.
- Stock supplies in septic trailer on a regular basis.
- Shop duties include, but not limited to, assisting with annual DOT inspections on equipment; perform, all light and heavy maintenance on equipment as directed; including tasks such as metal fabrication.
- Must wear Personal Protective Equipment (PPE) (Steel toes shoes with shank; reflective tape on clothing and hard hat where required; hearing protection; and hard hat)

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Judgment - The ability to formulate a sound decision using the available information.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee and job site safety.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

## **SKILLS & ABILITIES**

**Education:** High School Graduate or General Education Degree (GED)

**Experience:** Prior experience with heavy equipment

### **Certificates & Licenses**

- Class A License, or permit with willingness to get full license in timely manner. Current DOT physical
- **OR** willingness to obtain full Class A license status with Air Brakes and Manual endorsements.

## Other Requirements

- Basic knowledge of heavy equipment
- Basic knowledge of loading and unloading procedures
- Basic ability to read blue prints, elevations and septic designs
- Working cell phone at all times
- Driving record with no violations
- Knowledge of safety procedures when working near utilities.
- Negative pre-employment drug screening.

## PHYSICAL DEMANDS

### Physical Demands

|                      |                  | Lift/Carry       |                    |
|----------------------|------------------|------------------|--------------------|
| Stand                | F (Frequently)   | 10 lbs or less   | F (Frequently)     |
| Walk                 | F (Frequently)   | 11-20 lbs        | F (Frequently)     |
| Sit                  | O (Occasionally) | 21-50 lbs        | N (Not Applicable) |
| Handling             | C (Constantly)   | 51-100 lbs       | O (Occasionally)   |
| Reach Outward        | F (Frequently)   | Over 100 lbs     | O (Occasionally)   |
| Reach Above Shoulder | F (Frequently)   | <b>Push/Pull</b> |                    |
| Climb                | O (Occasionally) | 12 lbs or less   | F (Frequently)     |
| Crawl                | F (Frequently)   | 13-25 lbs        | F (Frequently)     |
| Squat or Kneel       | F (Frequently)   | 26-40 lbs        | O (Occasionally)   |
| Bend                 | F (Frequently)   | 41-100 lbs       | O (Occasionally)   |

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

## Other Physical Requirements

Vision (Distance, Peripheral, Depth Perception)

Sense of Sound (Ability to hear over loud equipment noise)

Sense of Smell

Sense of Touch

## WORK ENVIRONMENT

Outdoors, exposure to weather conditions such as hot (above 90 degrees F) and cold (below 32 degrees F), exposure to contaminants.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Shane M. Steinbrecher

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.



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Zimmerman, MN 55398

Phone: 763-274-0925  
Fax: 763-274-0928

Kari@steinbrechercompanies.com

### Application for Employment - Operators/Laborers/Drivers

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you have lawful proof you can work in the US? Yes/No

Have you ever worked under another name? Yes/No

If yes please list name: \_\_\_\_\_

Have you ever applied at Steinbrecher Companies, Inc before?

Yes/No Dates: \_\_\_\_\_ Position: \_\_\_\_\_

Have you ever been employed at Steinbrecher Companies, Inc before?

Yes/No Dates: \_\_\_\_\_ Position: \_\_\_\_\_

How did you hear about the open position?

\_\_\_\_\_

Do you have a valid Driver's License?

Yes/No

Class: \_\_\_\_\_

License # \_\_\_\_\_

State \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Please list other current licenses, certifications, and/or registrations. \_\_\_\_\_

Do you currently have a DOT Physical?

Yes/No

Expiration Date: \_\_\_\_\_

#### Education History: Please check the levels completed

- Elementary
- High School
- College/Tech School
  - 1 year
  - 2 years
  - 3 years
  - 4 years

List the Name of College or Vo. Tech Attended?

\_\_\_\_\_  
\_\_\_\_\_

List any Continuing Education classes you've taken?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree Earned? \_\_\_\_\_

Are you currently enrolled in curricular programs?

Yes/No

When do you graduate? \_\_\_\_\_

Date you available to start: Full Time? \_\_\_\_\_ Part Time? \_\_\_\_\_

**Availability?**

|       | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| FROM: |        |        |         |           |          |        |          |
| TO:   |        |        |         |           |          |        |          |

What is your desired starting pay? \$ \_\_\_\_\_/hr. Are you Available for Overtime? Yes/No

**Have you ever worked in the following positions?**

|                     |        |                          |        |
|---------------------|--------|--------------------------|--------|
| Driven truck,       | Yes/No | Hauled aggregate         | Yes/No |
| Delivered roll-offs | Yes/No | Hauled equipment         | Yes/No |
| Loaded trucks       | Yes/No | Work in Customer Service | Yes/No |

**Have you worked in any of the following industries?**

|                                |        |   |        |
|--------------------------------|--------|---|--------|
| Excavating                     | Yes/No | Rolloff/Dumpsters   | Yes/No |
| Septic Systems                 | Yes/No | • Knowledge on how to set boxes onsite without damage to surface. | Yes/No |
| Snowplowing                    | Yes/No |   |        |
| Demolition                     | Yes/No |   |        |
| Worked directly with Customers | Yes/No | • Knowledge of DEMO/MSW materials                                 | Yes/No |

Detail work done in the above industries (use additional sheet of paper if necessary.) \_\_\_\_\_

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**On a scale of 1-5 rate your onsite and operating knowledge of the following:**

|   | I have not operated this equipment |   |   |   | I have a lot of experience with this equipment |
|---|------------------------------------|---|---|---|--|
|   | 1                                  | 2 | 3 | 4 | 5  |
| Read/understand Blue Prints                     | 1                                  | 2 | 3 | 4 | 5  |
| Understanding of Elevations/ Use of grade stick | 1                                  | 2 | 3 | 4 | 5  |
| Loading equipment on trailer                    | 1                                  | 2 | 3 | 4 | 5  |
| Excavator                                       | 1                                  | 2 | 3 | 4 | 5  |
| Skid Loader                                     | 1                                  | 2 | 3 | 4 | 5  |
| Front-End Loader                                | 1                                  | 2 | 3 | 4 | 5  |
| Dozer   | 1                                  | 2 | 3 | 4 | 5  |
| Med-Heavy Duty Trucks (14,000lbs or bigger)     | 1                                  | 2 | 3 | 4 | 5  |
| Roll-off Trucks                                 | 1                                  | 2 | 3 | 4 | 5  |

(Circle all that apply):

Cable Truck

Hook Truck

Automatic

Manual

**Have you ever performed maintenance/mechanical work on the following equipment?**

Pickup Trucks      Yes/No    Type of work done: \_\_\_\_\_

Diesel Engines      Yes/No    Type of work done: \_\_\_\_\_

Excavator            Yes/No    Type of work done: \_\_\_\_\_

Skid Loader          Yes/No    Type of work done: \_\_\_\_\_

Front-End Loader    Yes/No    Type of work done: \_\_\_\_\_

Dozer                 Yes/No    Type of work done: \_\_\_\_\_

**Describe any special qualities and expand on above skills listed. Give us brief description about yourself. (use additional sheet of paper if necessary.)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment:**

**1. Most Recent Previous/Current Employer:** \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Address: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you on leave of absence or have you been laid off from this company?      Yes/No

**Reason for leaving this position?** \_\_\_\_\_

**Can we contact this employer?**      Yes/No      If no, why? \_\_\_\_\_

**2. Previous Employer:** \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Address: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Reason for leaving this position?** \_\_\_\_\_

**Can we contact this employer?**      Yes/No      If no, why? \_\_\_\_\_

**Are you eligible for recall to any other company?**

Yes/No

If Yes, what company? \_\_\_\_\_

**References:**

Please list two (2) references: they can be personal or work related, NO Relatives please.

1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
How long have you known them: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
How long have you known them: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

**IN CASE OF AN EMERGENCY PLEASE NOTIFY:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship to contact: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I HEREBY CERTIFY that my answers to the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information will result in the rejection of my application, or in dismissal if discovered, subsequent to my employment.

I HEREBY AFFIRM that by execution of the application, I acknowledge that the Company has disclosed to me that a DMV report and an Investigative Consumer Report; including but not limited to, information as to my character, general reputation, personal characteristics, and way of living; will be made. These will be required as a condition of employment. I, upon written request to the Company made within a reasonable time after the date of this application, may obtain a complete and accurate disclosure of the nature and scope of the investigation requested.

I HEREBY AUTHORIZE the Company to request, and I ALSO AUTHORIZE AND REQUEST each former employer, school attended, and each person, firm, or corporation given as references above, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I HEREBY AFFIRM that by submitting this application I agree to submit to medical evaluations and/or examinations, including tests for the presence of illegal drugs or alcohol, prior to and during employment, within a time period prescribed by the Company and as often as directed during employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_