



Integrity is our foundation

P.O. Box 335 • Blue Ball, Pennsylvania 17506 • Phone 717-354-4471 • Fax 717-354-9421 • 800-878-6481

Position:

Commercial Construction Worker

Job Responsibilities:

This position will require the employee to be at Martin Construction's shop by 6:30 am every Monday through Friday, the day's schedule and crew assignments will be made by the owner, project managers and/or job foreman. Transportation to the job sites will be in company trucks. The workday end depends on how far you travel to the job site, generally the crews are back at the shop by 5 pm.

We construct pre-engineered buildings, structural steel and frame construction. Work may consist of any of the following situations: unloading steel and shake out, installing footers, concrete, setting columns, setting beams, installing perlins, girts, insulation, roofing, siding, trim, stud work, doors and windows.

Continuing education opportunities are available. Welding certification and other training is encouraged.

Pay Schedule:

1. Generally, a new employee is compensated according to experience and skill level. Starting wage is \$9.00 / hour.

Vacation and Holiday Policy:

1. After you are with Martin Construction for one year, from your anniversary date, you will be given one week (5 days) of paid vacation. You will then be awarded one additional day each year on January 1 (maximum vacation days, 10). Each vacation day will be nine (9) hours of paid time. You will not be paid overtime for vacation time.
2. A Request for Time Off Form must be filled out and approved for any planned time off whether paid or unpaid time off. Planned time off will have priority over non-planned changes in the schedule. Time off in excess of vacation time will be non-paid. If you work part of the day you can not use a vacation day.

Specializing In

•Overhead Crane Buildings •Cold Storage Buildings • Warehousing •Pre-engineered Building Sales • Structural Steel Systems

3. If circumstances require, vacation can be refused (i.e.; too many requesting time off at the same time, etc.).
4. Our goal is to meet the needs of our employees as well as be effective in the management of the business. Please be aware of how excessive time away from the job impacts others you work with as well as the companies ability to meet it's obligations and provide a secure future for you and your family.
5. You will be compensated for nine (9) hours for the following holidays (you will not be paid overtime for holidays):
 1. Good Friday
 2. Ascension Day
 3. Memorial Day
 4. Fourth of July
 5. Labor Day
 6. Thanksgiving
 7. Christmas Day

General Guidelines:

There will be absolutely no profanity tolerated at Martin Construction. We also have a **No Smoking** policy at our shop, on site, in buildings, job trailers and company vehicles at all times. You may smoke outside the job trailer on your scheduled breaks and during your lunchtime.

Any loose jewelry (i.e.: necklaces, earrings, bracelets, chains, etc.) will not be allowed on the job site for safety reasons. Shirts and long pants must be worn at all times. When you report to work in the mornings be sure you have weather-appropriate clothing and work boots. Hard leather boots will be required at all times. Tool belts are to be provided by the employee and should include a hammer, tape measure, and any small tools you prefer (i.e.: small square, tin snips, chalk line, utility knife, etc.). Martin Construction will provide hard hats, safety harnesses and safety glasses.

Availability of Health Insurance Coverage

Martin Construction has the option available to full time employees for health insurance coverage for themselves and their families. This plan can be discussed with the new employee at the time of employment and Martin Construction will make available materials explaining the complete coverage available if they choose to use it. You are eligible for this benefit 30 days from your start date.

Retirement Savings Plan

Martin Construction has a retirement savings plan as a benefit to employees that are interested. You become eligible for this benefit after 1 year of service with Martin Construction. More information regarding this benefit can be acquired from our office upon hire.

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I have read and fully understand the responsibilities of this position, any and/or all questions have been answered to my satisfaction:

Applicant's Signature

Date