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ASPHALT PAVER OPERATOR: Operates grade control (manual and electronic) asphalt finishing machine – rubber tire or track type.

Duties may include but are not limited to the following:

- Oil, grease, service, and make normal operating adjustments to the equipment
- Add and remove screed extensions
- Install or remove automatic devices, grade log or other machine accessories
- Assist in overhauling machine, as needed
- Guide and direct dump trucks while backing up to machine hopper
- Use wrenches, screw drivers, electric drills, drift pins, and pneumatic tools

Physical requirements include but are not limited to climbing, stooping, bending, squatting, lifting up to 100 pounds, stretching, driving, pushing, pulling, exposure to vibration, twisting, kneeling, throwing, reaching, working on uneven terrain, and exposure to extreme weather temperatures

ASPHALT RAKER: This position requires some knowledge of hot mix asphalt.

Duties include but are not limited to the following:

- Rake asphalt joints
- Place hot mix asphalt in locations that are inaccessible with a paving machine

Physical requirements include but are not limited to exposure to and working with hot asphalt, shoveling and hand work in placing asphalt, working in a raking/bending positions for extended periods of time, kneeling, ability to lift and manipulate objects up to 120 pounds, working on uneven terrain, and exposure to extreme weather temperatures.

BACKHOE/LOADER OPERATOR: This position requires an ability to operate a backhoe and front end loader.

Duties may include but are not limited to the following:

- Excavate trenches to a specific line and grade.
- loading, unloading, and transferring materials
- Keep the machine clean and serviced
- Perform minor repairs and field maintenance

Physical requirements include but are not limited to climbing on and off the machine, operating hand and foot levers, some heavy lifting, working on uneven terrain, and exposure to extreme weather temperatures.

BROOM OPERATOR: This position requires the ability to operate, care for, and maintain a broom (power street sweeper). Duties may include but are not limited to the following:

- Perform sweeping operations as directed for concrete, base, or asphalt crew
- Perform minor repairs and field maintenance

Physical requirements include but are not limited to climbing on and off the machine, operating hand and foot levers, some heavy lifting, working on uneven terrain, and exposure to extreme weather temperatures.

BULLDOZER OPERATOR - ROUGH: This position requires the ability to operate a bulldozer.

Duties may include but are not limited to the following:

- Ability to read plans
- Cut ditches and grades
- Finish cuts, fills, and slopes to the prescribed grade
- Grade stakes, slope stakes and clear flags

- Clear brush and dress slopes
- Work without constant supervision
- Ability to visualize grades
- Perform minor repairs and field maintenance

BULLDOZER OPERATOR – FINISH: In addition to the duties for a rough operator, a finish operator must be able to cut fine grade. Experience with GPS machine control is required.

Physical requirements (Rough and Finish Operators) include but are not limited to climbing on and off the machine, operating hand and foot levers, some heavy lifting, working on uneven terrain, and exposure to extreme temperatures.

CARPENTER: This position requires a demonstrated skill and knowledge of carpentry techniques and familiarity with carpentry tools.

Duties may include but are not limited to the following:

- Build, erect and remove forms
- Knowledge of power and hand tools used in carpentry
- Ability to read and understand construction drawings
- Work without constant supervision

Physical requirements include but are not limited to sawing, hammering, prying, lifting, carrying forms, climb ladders and embankments, walk over rough terrain while carrying objects weighing 90 to 120 pounds, and exposure to extreme weather conditions.

CONCRETE FINISHER: This position requires a thorough knowledge of concrete, its properties, and reactions in order to determine the proper time to begin the finishing process.

Duties include but are not limited to the following:

- Work without constant supervision
- Produce rubbed concrete finishes
- Apply concrete curing compounds

Physical requirements include but are not limited to lifting weights in the 120 pound range, work in a kneeling position for extended periods, hand rubbing, exposure to some dust, working on an uneven terrain, and exposure to extreme weather conditions.

CONCRETE PAVER /CURB MACHINE OPERATOR: This position requires the ability to operate a self-propelled curb machine which finishes fresh concrete to contour.

Duties include but are not limited to the following:

- Set elevation and string line
- Prepare subgrade
- Set up for grade trimming/slip forms, pre-operational instruction and slip form curb operation
- Use of hand tools such as hammers, wrenches and grease gun
- Assist in adjusting/changing steel track

Physical requirements include but are not limited to lifting up to 100 pounds, stretching, bending, twisting, reaching, sitting, stooping, driving/riding, standing, vibration, working on uneven terrain, and exposure to extreme weather conditions.

CRANE OPERATOR – ROUGH: This position requires the ability to operate a mobile crane in a safe and efficient manner.

Duties include but are not limited to the following:

- Transport and excavate materials or clear drainage ditches

- Perform preventive maintenance and safety checks

CRANE OPERATOR – FINISH: In addition to the duties of the rough crane operator, the finish crane operator must be able to operate dragline and clam shell bucket used to transport and excavate materials or clean drainage ditches and stream channels.

Physical requirements include but are not limited to climbing on and off the machine, traverse rough terrain, good hand/eye/leg coordination, lifting up to 100 pounds, and exposure to extreme weather conditions.

CRUSHER OPERATOR (TOPSOIL SCREEN OPERATOR): This position is responsible for the operation and maintenance of the crusher as well as plant setup and tear down. Knowledge of all types of crushers (jaw, cone, impactor, topsoil screen), of screen plants, and of specifications and material standards is also required. This position requires the ability to operate a front end loader and an excavator.

Duties include but are not limited to the following:

- Clean and lubricate equipment
- Control or vary size or grade of product and maintain uniform flow of materials by adjusting screens, conveyors, and fans
- Operate front end loaders and excavator to feed plant

Physical requirements include but are not limited to lifting, carrying up to 100 pounds, crawling, lifting overhead, working overhead, kneeling, bending, and exposure to extreme weather conditions.

ESTIMATOR:

FOREMAN: This position is responsible for the operation of the crew for short periods of time during the absence of the superintendent, as well as the employee's other responsibilities. Experience and knowledge in the field of work is required.

GRADE CHECKER: This position requires the ability to read plans and understand the various lines and grades shown as well as the necessary math skills to complete tasks. Experience with GPS, both rovers and machine control, is also required.

Duties include but are not limited to the following:

- Compute cuts, fill and slopes
- Use a hand (eye) level, grade level, and transit

Physical requirements include but are not limited to climbing embankments, traversing rough terrain, carrying heavy loads, and exposure to extreme weather conditions.

HYDRAULIC EXCAVATOR OPERATOR (Rough): This position requires the ability to operate, and the knowledge to care for and maintain a hydraulic excavator.

Duties include but are not limited to the following:

- Excavate trenches to specific line and grade
- Load material in trucks
- Perform minor repairs and field maintenance

Physical requirements include but are not limited to climbing on and off the machine, good hand/eye/foot/coordination, moderate lifting; walking on uneven terrain, and exposure to extreme weather conditions.

HYDRAULIC EXCAVATOR OPERATOR (FINISH)

LABORER: This is an entry level position and does not require any specific job skills.

Duties include but are not limited to the following:

- Hand work using shovels, brooms and other small hand tools
- Carrying materials such as lumber, reinforcing steel, and other materials used in construction

Physical requirements include but are not limited to climbing ladders, walking over rough terrain, carrying loads approximately 100 pounds for distances up to 200 feet, and exposure to extreme weather conditions.

MECHANIC (4): The general requirements for all mechanics is the ability to read and understand service and part manuals, diagnose problems, make repairs, and keep work orders completed.

Physical requirements include but are not limited to lifting up to 100 pounds, bending, sitting, standing, walking on uneven terrain, and exposure to extreme weather conditions.

General: Must have a good working knowledge of gas and diesel engines and the ability to work on all types of cars, regular size trucks, heavy duty trucks, and small equipment.

Heavy Equipment: Must have a good working knowledge of both gas and diesel engines, hydraulics, electrical wiring, transmission, and safety of equipment.

Small Engine: Must have a good working knowledge of various types of power tools, such as electrical, 2 cycle, 4 cycle, air tools, and others. Must be able to read charts in order to request parts for repairs, as well as maintain an accurate inventory of various types of parts and equipment.

Service: Must have a good working knowledge of both gas and diesel engines, and ensure all units are serviced and in good working order. An understanding of all oil types and greases is required. The ability to visually inspect and note any neglect which must be repaired is required.

MILLING MACHINE – GROUND CONTROL OPERATOR: This position is under the general supervision of the Milling Machine Operator, and is responsible for the operation, care, and maintenance of a pavement profiler machine (milling machine). Duties include but are not limited to the following:

- Operate and transport the milling machine
- Operate pavement profiler on either asphalt or concrete pavements
- Perform controlled material removal from roadway surface by controlling the slope, depth, And width of cut
- Perform preventative maintenance and servicing
- Perform various other maintenance duties, as assigned

Physical requirements include but are not limited to good hand/eye/foot coordination, lifting, climbing, walking on uneven terrain, and exposure to extreme weather conditions.

MILLING MACHINE OPERATOR: This position requires thorough knowledge of the pavement milling process utilizing pavement profilers and experience in operating a milling machine. Duties include but are not limited to the following:

- Supervise operation of the pavement profilers in removing material from the pavement surface
- Schedule and supervise maintenance and repair of the equipment
- Supervise, train, and coordinate subordinates
- Ensure safety on the job site and orderly traffic flow through a project site

Physical requirements include but are not limited to good hand/eye/foot coordination, lifting, climbing, walking on uneven terrain, and exposure to extreme weather conditions.

MOTOR GRADER OPERATOR (ROUGH): This position requires the ability to operate and the knowledge to care for and maintain a grader. An understanding of grade, slope, stakes, and finish work with general conformity to each is required.

Duties include but are not limited to the following:

- Grade and maintain haul roads
- Perform basic fine grading
- Perform duties for construction and maintenance operations requiring cutting ditches and grades and spreading various road building materials.
- Perform field maintenance, servicing, cleaning the machine, and make minor repairs

Physical requirements include but are not limited to good hand/eye/foot coordination to operate controls, lifting, climbing, walking on uneven terrain, and exposure to extreme weather conditions.

MOTOR GRADER OPERATOR (FINISH): This position requires all items under Motor Grader (Rough), as well as experience with GPS Machine Control, the ability to finish grades to specification with a high degree of accuracy, and the ability to cut slopes and finish according to blue tops.

The physical requirements are the same as those for Motor Grader (Rough).

PIPELAYER: This position requires the ability to operate a laser grade machine for laying pipe.

Duties include but are not limited to the following:

- Grade the bottom of the trench to conform to the section of pipe being laid
- Place each joint of pipe in the precise location

The physical requirements include but are not limited to climbing embankments and ladders, carrying loads over rough terrain, lifting pipe and other materials, shoveling, lifting and carrying loads generally limited to 120 pounds or less, and exposure to extreme weather conditions.

PROFILAGRAPH TECHNICIAN: This position is responsible for field pavement profile data collection and analysis. The ability to read maps, write legibly, and operate computerized equipment is required. Duties include but are not limited to the following:

- Collect pavement profile data utilizing light weight profilometers or best available technology
- Review and prepare pavement profile data for reports
- Perform routine calibration and maintenance of pavement profile equipment

The physical requirements include but are not limited to carrying loads approximately 100 pounds, lifting, climbing, walking on uneven terrain, exposure to extreme weather conditions

PUGMILL OPERATOR (STATIONARY OR PORTABLE): This position requires a general knowledge and understanding of the operation of a pugmill.

Duties include but are not limited to the following:

- Judge water quantity to put the crushed stone base course close to its optimum moisture content
- Clean, service, and repair pugmill
- Perform daily inspections of all working parts and schedule rebuilding in a timely manner

The physical requirements include but are not limited to climbing ladders, working hand levers and switches, lifting heavy objects as necessary for maintenance, and exposure to extreme weather conditions.

ROLLER OPERATOR (Base/Dirt): This position requires the ability to operate the following self-propelled rollers: rubber tired roller, steel wheeled static roller, or vibratory roller. The work may consist of compaction of earth or crushed aggregate base.

Duties include but are not limited to the following:

- Roll material to the desired compaction and surface texture by establishing rolling patterns and determining when the material is ready for compaction by its temperature and moisture
- Clean, service and perform minor repairs

The physical requirements include but are not limited to climbing on and off the machine, operate levers, lifting up to 100 pounds, work on uneven terrain, and exposure to extreme weather conditions.

SCREED OPERATOR: This position is responsible for the operation, care and maintenance of an asphalt paving machine. Duties include but are not limited to the following:

- Operate asphalt paving machine and screed in the construction of highways
- Perform preventive maintenance and servicing
- Perform various other maintenance duties such as roadway patching
- Make minor in-field repairs on paver.

The physical requirements include but are not limited to climbing on and off the machine, operating levers, carrying loads approximately 100 pounds, walking on uneven terrain, and exposure to extreme weather conditions.

SCREW OPERATOR: This position is responsible for the operation, care and maintenance of an asphalt paving machine. Duties include but are not limited to the following:

- Operate asphalt paving machine and screed in the construction of highways
- Perform preventive maintenance and servicing
- Perform various other maintenance duties such as road way patching
- Make minor in-field repairs on paver
- Oil, grease, service, and make normal operating adjustments to the equipment
- Adding and removing screed extensions
- Installing or removing automatic devices, grade log or other machine accessories
- Assist in overhauling machine, as needed
- Guide and direct dump trucks while backing up to machine hopper
- Use wrenches, screw drivers, electric drills, drift pins, and pneumatic tools

Physical requirements include but are not limited to climbing, stooping, bending, squatting, lifting up to 100 pounds, stretching, driving, pushing, pulling, exposure to vibration, twisting, kneeling, throwing, reaching, working on uneven terrain, and exposure to extreme weather temperatures.

SHOP SUPERVISOR: This position is responsible for overseeing the maintenance, servicing and repair of all equipment and vehicles. A thorough knowledge of all phases of equipment repair and maintenance is required. Supervisory abilities and communication skills are also required.

Duties include but are not limited to the following:

- Coordinate equipment moves to and from various job sites
- Maintain the proper inventory levels for the most effective and economical repairs
- Prioritize and schedule repairs
- Oversee the shop staff and assign work according to skill level
- Request and maintain proper shop equipment to allow the most effective utilization of manpower and equipment and ensure the most economical and efficient repair or rebuilding of equipment

SHUTTLEBUGGY OPERATOR: This position requires the ability to operate a shuttle buggy used in asphalt paving operations. Duties include but are not limited to the following:

- Make normal operating adjustments
- Oil, grease, and service unit
- Add or remove screed extensions

The physical requirements include but are not limited to twisting, throwing, walking standing, reaching, squatting, and working in extremes of hot and cold weather.

SUPERINTENDENT:

TOP SOIL SCREEN OPERATOR: See CRUSHER OPERATOR

TRAFFIC CONTROL TECHNICIAN: This position is responsible for all phases of temporary traffic control in work zones. Certified traffic control technician, required; certified traffic control supervisor, preferred.

Duties include but are not limited to the following:

- Install and remove traffic control devices
- Maintain traffic control devices while in place
- Repair, clean, and maintain traffic control devices
- Read and interpret traffic control plans

The physical requirements include but are not limited to lifting up to 100 pounds, carrying and placing traffic control devices, bending, walking and working on uneven terrain, night inspection of temporary traffic control devices, and exposure to extreme weather conditions.

TRUCK DRIVER (4): All truck drivers are required to comply with all applicable U.S. Department of Transportation Federal Motor Carrier Safety Administration regulations for holders of a Commercial Drivers' License, and have the appropriate class of license and endorsements for the vehicle driven.

Duties for all truck drivers include but are not limited to the following:

- Drive in a safe manner following all local, state, and federal laws
- Complete daily vehicle inspection and report any defects immediately
- Record hours of service
- Turn in paperwork, weekly
- Clean the truck and perform simple maintenance when needed

The physical requirements for all truck drivers include but are not limited to climbing, driving, using hand tools, lifting up to 100 pounds, walking on uneven terrain, and exposure to extreme weather conditions.

Tractor-Trailer: Must hold a valid Class A commercial driver's license with the necessary endorsements. This position is responsible for transporting heavy equipment where needed. Basic knowledge of all machinery to facilitate loading and unloading is required.

One-ton (service): Must hold the necessary license and endorsements, if needed. This position is responsible for transporting tools, supplies, and other construction items to the job site. It is also responsible for the care of small tools and equipment, and keeping the truck clean and orderly.

Dump Truck: Must hold a minimum Class B commercial driver's license with endorsements, if needed. This position is responsible for transporting materials to and from job sites as the particular situation requires.

Distributor: This position requires a Class A commercial driver's license with a tanker (N) endorsement, and the ability to follow a sting line at a set speed when shooting oil. The ability to use a hand sprayer while placing prime or tack and working around hot asphalt is required.

WELDER: This position requires the ability to operate electric and acetylene welding equipment while making welding repairs to heavy equipment and fabricating items for projects.

Duties include but are not limited to the following:

- Welding different types of metal of various sizes and thickness
- Ability to use electric arc and acetylene welding/cutting equipment
- Complete horizontal, vertical, and overhead welding
- Clean and service welding equipment

The physical requirements include but are not limited to carrying heavy pieces of metal for various types or repair, walking and working on uneven terrain, and exposure to extreme weather conditions.



JDS SUPPLY COMPANY LLC.

JOB TITLES AND DESCRIPTIONS

Mission Statement

We will always strive to form true and lasting partnerships and to provide the absolute most value to our customers. By providing a fair price, excellent professional service, on time deliveries, and sufficient stock levels so that our customers have what they need when they need it.

Warehouse / Delivery Driver

Deliver product to the customer while treating them in manner to be expected. Help keep the warehouse clean and free of trash. Pulling orders and checking orders pulled by other warehouse personnel. Keep the delivery trucks clean and presentable.

Warehouse Manager

Keep the warehouse personnel busy and informed of jobs to be done. Make sure that all freight is checked and received in correctly. Make sure that all orders are pulled correctly and shipped in a timely manner. Make sure that all backorder tickets print and are pulled for their designated routes. Calling vendors to report shortages, overages, or damaged freight. Keep the warehouse in a clean and orderly manner. Truck inspections and maintenance done on the recommended schedule.

Inside Sales

Assist all walk-in customers as well as call customers during the day. Assist the Outside Sales people with quotes, sales leads, and any other pertinent information. They also are responsible for the appearance of the front showroom floor and displays. This position is often the first person someone sees when they walk in the door. They are to be professional and have a genuine interest in making sure the customer taken care of.

Purchasing

As the title means. Purchase all goods for inventory replacement and special orders. Make sure inventory is turned in an economical time frame. Credit requests for freight that is incorrect. Providing the best overall value to our customers often starts here. Also help with customers that call in and will call as well.

Administrative Assistant

The Administrative Assistant here not unlike anywhere else in many ways. You will direct phone calls, check vendor invoices against the po numbers, approve invoices for payment make sure that payment is made in a timely manner, review credits and help make sure that we are getting them. Also receive all checks from customers and make sure that they are ready for posting before sending to the main office for posting. Keeping our AR cleaned and customers current on paying invoices. They will also oversee approval or disapproval of both paid and unpaid leave. Finally make sure that all office supplies are ordered and stocked.

Outside Salesperson

Outside Salesperson, Account Manager, Territory Manager are all one in the same. Basic ideal of someone physically calling on or visiting a customer with the purpose of selling products to that customer. This is one of the most important jobs that we have here at JDS Supply Company. These individuals must be very knowledgeable about a vast array of products that we sell and some we do not sell. They must represent JDS and themselves well. By being kind, courteous, clean, and professional always. They will need to be able to show the value of using JDS Supply Company over other vendors either by service and or pricing. They will need to understand the market value of the products that we sell. By doing this we, will be most profitable.

Operations Manager

Exactly as the title implies, the Operations Manager is to be able to manage all the above operations or jobs that are involved in making JDS Supply Company successful. He / She is expected to be a leader and show that they are not above doing any job required here. They should be constantly looking at ways to improve profitability by cutting costs and raising sales and even in the HR area. Analyze and improve organizational processes, quality and efficiency of our overall protocols. Working on inventory and new products as well as working to get rid of idle or obsolete inventory. The Operations Manager will also be required to maintain contact with capital accounts as to reinforce the value that we can offer. They are to also make sure that every person here has what they need to do their job efficiently. Analyze and improve organizational processes, quality of work and efficiency of our overall system. They are expected to do everything that they can do to make sure that JDS is performing to its best possible potential. And that every person here can achieve their best potential as well.