



Job Title:	Tech – Level I - Helper
Company:	Millennium Industrial Corporation
Department:	Construction
Employment Type:	Full-time, Non-exempt
Reports to:	Construction Manager
Compensation:	\$13 – \$17 / Hour

Millennium Industrial Corporation is a leading company specializing in coatings, civil, and industrial construction. With a commitment to excellence and innovation, we provide top-tier services to clients across various industries. Our team is dedicated to delivering high-quality results while adhering to strict safety standards.

Job Description:

The primary responsibility of the Tech-Level I - Helper role is to contribute to revenue generation by delivering high-quality construction deliverables. Candidates must be at least 18 years old, possess a basic understanding of construction and safe work processes, and be eager to pursue a career in industrial construction. This role requires individuals who are committed to setting and meeting goals and are interested in long-term growth within our company.

Key Responsibilities:

1. Write Jobsite Safety Analysis for their tasks
2. Complete housekeeping each day at the jobsite, trailer, and shop.
3. Keyholder for the Tool Trailer, Job Box, and other storage units. Checkout key each morning from the office key box.
4. Identify Tool by Name and visually
5. Inspect and Trouble Shoot a hand tool
6. Exchange consumables in hand tools
 - a. Saws
 - i. Circular
 - ii. Jigsaw
 - iii. Quickie/Cutoff Saw (Gas Powered)
 - iv. Band Saw
 - b. Hammers

- i. Demo Hammer
 - ii. Hammer Drill
 - iii. Rivet Buster
 - iv. 60/90# Jack Hammers
 - c. Battery Powered Units
 - d. 110v Powered Units
 - e. Gas Powered Units
7. Retrieve correct tool from the shop or trailer
8. Correctly Clean / wind / Prepare tool for storage or next use and put it back where it belongs
9. Basic use of hand tools (Hammer, Tape, Wedge, Pry)
10. Place a tool back in storage in trailer or shop correctly
11. Maintenance of safety badges and entry badges, basic+, and Hot Work training for oneself
12. Sweep and Shovel Debris, basic cleanup around a jobsite

Physical Requirements:

- Lifting: Capable of lifting weights of up to 49 pounds occasionally. Additionally, regular handling of tools that may weigh between 20-30 pounds is required.
- Physical Stamina: Able to work in a low-pressure, medium-speed environment for 10 hours daily, indicating the need for physical endurance and stamina.
- Manual Labor: Expected to execute various construction tasks, including sweeping, shoveling, cleaning, measuring, and cutting (lumber and steel). This implies the need for manual dexterity and physical agility.
- Safety Gear: Must be able to wear the correct PPE for tasks, suggesting the ability to wear and work while wearing safety gear, which may include hardhats, gloves, goggles, or other protective attire.

Qualifications:

- General understanding of construction work, particularly industrial safe work processes
- Willingness and ability to learn and be trained on Millennium-specific tools, templates, and processes.
- High School Diploma or GED preferred.
- Ability to read measuring tools such as tape measures.
- Valid driver's license.
- Ability to pass a background check and drug screening.

Key Performance Metrics:

Jobsite Safety Analysis written per project (min 1 daily)

Productive Hours Worked (estimated 10 daily)

Safety Training (estimated 20 annual class / computer hours)

Mastery of construction tasks and processes (Feedback from peers, clients, and audits)

Contribution to revenue generation through quality deliverables

Demonstrated initiative and proactive behavior in task execution.

Understanding and integration of company culture and safety protocols

Continuous learning and development in the construction field.

Rank Progression Plan:

Planned Goals and Tasks for 90-day Horizon:

- Complete Basic+ and Site-Specific Safety Training
- Prepare tools and materials for technicians before they are needed.
- Demonstrate initiative in executing tasks without repeated requests.
- Observe and learn construction work by taking notes and actively participating.

Planned Goals and Tasks for 6-Month Horizon:

- Actively participate in writing Job Safety Analysis and Safe Work Practices
- Prepare tools and materials for technicians proactively.
- Demonstrate understanding of company culture and safety protocols.
- Provide quality construction services and activities.

Planned Goals and Tasks for 12-Month Horizon:

- Independently provision tools and materials with minimal supervision.
- Execute work with the required level of quality and attention to detail.

Level	Technician	Range Low	Range High
1	Helper	13	17
2	Advanced Helper	14	19
3	Apprentice	15	22
4	Craftsman	18	26
5	Journeyman	23	32
6	Foreman In Training	26	36
7	Foreman	30	45
8	General Foreman	35	55
9	Superintendent	42	70

Revision History: Review once a year

R. Richards	Updated progression plan and responsibilities	12/4/2024