

**Job Title: General Field Clerk**

**Position Description:**

This individual will be part of the demolition team of the West Calumet Housing Complex. Specifically, the position will be responsible for filling out proper documentation and tracking of materials leaving the site, as well as tracking supplies being delivered to the site.

**Position Duration:** March through August 2018 (~6 months), Hours: 40-50 hours/week, Work Hours: 7am-5pm Monday-Friday. Wage: \$11/hour

**Job Functions**

- Maintain a log of vehicles that enter and exit the site
- Monitor waste associated paperwork for each shipment of waste from the site
- Provide additional assistance to the Project Manager as necessary
- Ground / equipment spotter
- Direct / Escort trucks to the appropriate area to be loaded and/or unloaded
- Maintain radio communication with Site Supervisor
- Complete and issue proper documentation to each truck exiting the Site

**Required Qualifications**

- High School Diploma
- Ability to stand for extended durations of time
- Pass pre-employment physical, background check, and drug screening
- Legible hand writing
- Maintain accurate records
- Reliable and Punctual

**Safety & Environmental**

- Attend daily safety awareness, toolbox meetings
- Properly maintain personal protective equipment
- Notify Supervisor of any unsafe condition observed
- Perform all work in accordance with Brandenburg's Safety Policies
- Perform all work in accordance with Brandenburg's Environmental Policies

**To apply contact Diego Gonzalez with Brandenburg at 312-287-3890. Please leave a message with a valid contact number.**

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties and skills required of personnel so classified. They do not establish a contract for employment and are subject to change in accordance with the one-handed work restriction at the discretion of the employer.