



# Grade Checker

## Purpose

To work on roadways, highways, runways and other roads of transportation, to set grade stakes meant to guide equipment operators on sloping and embankments. In this career, you set these grade stakes using hand tools, measuring instruments, and using specified ratios.

## Education and Experience

High school diploma or equivalent  
Moderate-term on-the-job training

Must have a valid Driver's License and be permitted to work in the

USAMust pass all Pre-Employment Background Checks

## FLSA Classification

Non-Exempt

## Skills

### Basic Skills

**Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.

**Active Listening** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Learning Strategies** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Mathematics** Using mathematics to solve problems.

**Monitoring** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** Understanding written sentences and paragraphs in work related documents.

**Science** Using scientific rules and methods to solve problems.

**Speaking** Talking to others to convey information effectively.

**Writing** Communicating effectively in writing as appropriate for the needs of the audience.

### Social Skills

**Coordination** Adjusting actions in relation to others' actions.

**Instructing** Teaching others how to do something.

**Negotiation** Bringing others together and trying to reconcile differences.

**Persuasion** Persuading others to change their minds or behavior.

**Service Orientation** Actively looking for ways to help people.

**Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.

## Complex Problem Solving Skills

**Complex Problem Solving** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## Technical Skills

**Equipment Maintenance** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Equipment Selection** Determining the kind of tools and equipment needed to do a job.

**Operation Monitoring** Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Operation and Control** Controlling operations of equipment or systems.

**Operations Analysis** Analyzing needs and product requirements to create a design.

**Quality Control Analysis** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Technology Design** Generating or adapting equipment and technology to serve user needs.

**Troubleshooting** Determining causes of operating errors and deciding what to do about it.

## Systems Skills

**Judgment and Decision Making** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Systems Analysis** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

**Systems Evaluation** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

## Resource Management Skills

**Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

**Management of Personnel Resources** Motivating, developing, and directing people as they work, identifying the best people for the job.

**Time Management** Managing one's own time and the time of others.

## Desktop Computer Skills

**Spreadsheets** Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

**Presentations** Using a computer application to create, manipulate, edit, and show virtual slide presentations.

**Internet** Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).

**Navigation** Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

**Word Processing** Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

**Graphics** Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

**Databases** Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

## Essential Skills

Mark and read survey stake to determine grade specification

Measure and set grade stake to guide earth-moving equipment during excavation and embankment operations

Observe and direct equipment operators during an excavation operation to ensure conformity with stake references  
Utilize surveyor rod and eye level to adjust the elevation of an embankment and initial excavation

Form horizontal stake line on embankment by measuring and staking at specific intervals

Monitor backfill and sloping operations to ensure compliance with set production and safety guidelines

Inspect excavation and embankment equipment to ensure they are in good condition and function

efficiently  
Clean and prepare work site prior to the measurement and setting of grade stakes

Collaborate with construction supervisors, equipment operators and site engineers to set and implement standards for work operations

Utilize hatchets and chalk to set grade stakes and indicate grade specification on stakes

Take horizontal and vertical measurements to determine the ratio of grade stake to embankment

by maintain an up-to-date knowledge of surveying equipment and its mode of operations. Verify grade specifications to notify equipment operators and construction supervisors of deviations

Study construction blueprints to determine the grade standard required for a fill, sloping or excavation operation.

- Reading plans, cut / fill maps, and stakes for large excavation projects.
- Setting accurate grading stakes and hubs.
- Using the latest GPS technology such as rovers etc. to check grade efficiently.
- Safely working around heavy equipment in production settings.
- Communicating with others including operators and managers.

## Work Context

### Body Positioning

Requires bending or twisting

Requires walking and running

Requires kneeling, crouching, stooping or crawling  
Requires repetitive movement

Requires standing

Requires using hands to handle, control, or feel objects, tools or controls

### Communication

Requires contact with others (face-to-face, by telephone, or

otherwise)  
Requires face-to-face discussions with individuals or teams

Requires telephone conversations

### Environment

Requires working in cramped work spaces and getting into awkward positions  
Includes exposure to contaminants

Requires working in extremely bright or inadequate lighting conditions

Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees)

temperatures  
Includes exposure to sounds and noise levels that are distracting or uncomfortable

### Impact of Decisions

Opportunity to make decisions without supervision

Requires making decisions that impact the results of co-workers, clients or the company

Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization

### **Job Hazards**

Requires exposure to hazardous conditions  
Requires exposure to high places

Requires exposure to hazardous equipment

### **Level of Challenge**

Freedom to determine tasks, priorities, and goals  
Requires being exact or highly accurate

### **Pace and Scheduling**

Requires meeting strict deadlines

### **Personal Interaction**

Requires work with others in a group or team

Requires coordinating or leading others in accomplishing work activities

### **Responsibility for Others**

Includes responsibility for work outcomes and results

Includes responsibility for the health and safety of others

### **Work Attire**

Requires wearing common protective or safety equipment

### **Work Setting**

Requires working in an open vehicle or equipment

Requires working indoors in non-controlled environmental conditions  
Requires working outdoors, exposed to all weather conditions

Job tasks are performed in close physical proximity to other people  
Requires working in a closed vehicle or equipment

## **Travel**

Position will require travel to and from remote job site locations. Some work weeks may roll into the weekends and overtime is likely. All scheduling changes will be made known to employee as soon as permitted.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Employee

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Signature of Employer \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Employer

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## Affirmative Action Plan/Equal Employment Opportunity (AAP/EEO) Statement

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