

# **American Bobcat & Backhoe Service, Inc. Pre-Employment Agreement**

***(We are an 'at will' employer)***

## **Competency**

I will respond to the needs of American Bobcat & Backhoe's (herein after known as American's) clients in a timely, helpful and proactive manner and will demonstrate professional communication, listening and problem solving skills and I will perform as a team member in partnership with American's clients and other trades and coworkers.

## **Safety**

As an operator for American I will be knowledgeable about American's equipment and jobsite conditions. I will be aware of and diligent in regard to the proper use, maintenance and repair of equipment I am using or which is in my care or which may affect my work or the team's work. I will be mindful of all safety rules, regulations and safe practices and company policies and principals. I understand that I have a right and an obligation to shut down a job when working conditions become unsafe according to Federal, State or American's guidelines and rules.

## **Cooperation & Teamwork**

As one of American's operators I will share information and knowledge with other operators, peers and coworkers regarding techniques and skills for operating accuracy and speed.

## **Operator's Basic Duties**

1. Arrive, at least, 15 minutes prior to the start-of-work time.
2. Check all fluid levels prior to starting equipment.
3. Properly warm up equipment prior to starting work.
4. Lubricate and fuel equipment at the end of the workday.
5. Fully service equipment at regular intervals of no more than 250 hours for backhoes and 200 hours for Bobcats or the manufacturer's regular recommended service interval, if less than the herein stated regular intervals, or verify that the equipment has been serviced by other American coworkers in accordance with the regular intervals.
6. Carry all the personal tools needed for everyday maintenance and to change common attachments or accessories.
7. Be able to lift and carry at least 50 lbs. without difficulty.
8. Be able to read grade stakes and check grade.
9. Be able to use a shovel to locate underground utilities.
10. Be able to enter and exit equipment several times per day without difficulty.

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11. Be able to take direction from others.
12. Know, understand and adhere to all safety rules.
13. Communicate with the dispatcher or office staff by noon of each workday.
14. Be able to communicate effectively with customers, coworkers and job site personnel.
15. Wear a hard hat, long pants, sleeved shirt, work boots and safety glasses.
16. Be clean and presentable in clothing and person.

### Acknowledgement

I, the undersigned, have read and understand the above agreement and hereby indicate, by signing this agreement, to abide by the above said statements and explicitly acknowledge that I understand American Bobcat & Backhoe Service, Inc. is an *at will* employer.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

