

LABORER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under immediate supervision, performs light and heavy unskilled and semi-skilled manual labor for a variety of City maintenance projects in facilities and public works; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a trainee level maintenance classification. Positions at this level usually perform routine basic or semi-skilled labor. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is distinguished from the Maintenance Worker series in that the latter holds required licensing and performs both routine and skilled heavy, physical work in the maintenance, repair, and construction of City infrastructure and is expected to function with more independent discretion and judgment in matters related to work procedures and methods.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Moves office furniture and equipment, obtains supplies and equipment and performs deliveries to various City sites, as directed.
- Makes repairs on doors, windows, floors, lockers, gates, roofs, plumbing and ceilings.
- Maintains facility grounds; performs mowing and basic grounds keeping, picks up trash.
- Routinely inspects, documents, and repairs playground equipment.
- Responsible for ensuring that park irrigation systems and programs are functioning properly, and overseeing the work of park and street landscape contractors.
- Prepares surfaces and applies paint to building interiors and exteriors, fixtures and equipment.
- Prepares and paints or stains cabinets, doors, woodwork and other surfaces.
- Keeps accurate and timely records of building maintenance activities.
- Uses computerized/electronic equipment as required.
- Assists City crews with a variety of street and public right of way maintenance tasks, including repairing pavement, re-painting street markings, replacing street signage, and trimming vegetation.
- Operates and maintains a variety of hand and power tools related to the work, including jackhammers, pavement breakers, and tampers.
- Assists in repairing and maintaining culverts, ditches, and drainage structures; excavates and clears roads and ditches.

- Assists in traffic monitoring and control including the flagging of vehicles and the distribution of signs and safety cones.
- Performs brush clearance, tree removal and weed control work.
- Observes safe work methods and safety practices related to work and uses appropriate safety equipment.
- Maintains basic records of daily work performed.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques, materials, tools and equipment used in the maintenance and repair and construction of roads.
- Operation and maintenance of a wide variety of hand and power tools and equipment common to the field.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for providing a high level of customer service by effectively and courteously dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language to effectively perform the work.

Ability to:

- Properly place cones, barricades and warning devices and directing traffic flow at job sites.
- Perform heavy physical labor.
- Understand and follow oral and written instructions.
- Keep accurate records and prepare simple reports.
- Communicate clearly and concisely, both orally and in writing to effectively perform the work.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade. The possession of 1-2 years of experience providing related services in maintenance, construction, or a related field is desirable.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites. Strength and stamina to perform medium to heavy physical work; to lift, carry, and push materials and objects averaging a weight of 50 pounds, in all cases with the use of proper equipment and/or assistance from other staff. Vision to inspect and operate

equipment. Fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity to operate and repair tools and equipment.

ENVIRONMENTAL ELEMENTS

Depending on assignment, field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.