



General Laborer

Class Specification

Revised 9/23

Class ID: 760

Unit: NAME

Probation: 6 months

FLSA: Non-Exempt

DEFINITION

Under immediate supervision, performs a variety of manual, repetitive, and semi-skilled tasks in the construction, maintenance, repair, groundskeeping of landscape and parks, streets, equipment or building maintenance; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Depending on assignment, receives immediate supervision from a variety of supervisor classifications, and receives technical and functional direction from a Public Works senior maintenance worker staff. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a standalone class in the Maintenance Division. Positions in this class typically have little or no directly related work experience and work under immediate supervision. The General Laborer class is distinguished from the entry level Maintenance Worker I by the performance of less than the full range of duties assigned and the requirement of immediate supervision beyond a training period. This classification does not operate heavy equipment and does not operate riding mowers.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Assist in maintaining City grounds and surrounding areas; haul material to dump sites and clean work project areas; collect and remove trash, debris, and hazardous material from roadsides, City parks and property.

Plant trees, shrubs, and varied plants; prune, fertilize, mulch, and water planted areas; dispose of cut tree branches and trimmings.

Pull weeds, remove debris and discarded materials; mow and edge turf areas; sweep and rake areas as required.

Sweep, clear, and clean streets and roadsides, gutters, curbs, culverts and catch basins including hazardous spills.

Assist in maintenance and repair of City streets, street signs, sidewalks, curbs, and gutters.

Prepare and paint surfaces and buildings; assist in painting crosswalks, curbs, and traffic lane markings.

Pick up, deliver, and unload materials, supplies, and equipment; perform heavy manual labor and haul heavy loads.

Set up and perform traffic control; use and operate various hand and power tools and equipment.

Perform wildlife geese management.

Assist Equipment Mechanics with pickup and delivery of City vehicles.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Occasionally assist in repair work.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Use and purpose of general construction and related maintenance tools and equipment.
- Safe work practices.

Skill or Ability to:

- Learn tasks in a variety of landscape and park, streets, equipment, or building maintenance.
- Assist in repair work.
- Perform heavy manual labor.
- Learn and understand operations and observe safety rules.
- Safety use and operate various hand and power tools and equipment.
- Communicate clearly and concisely, both orally and be able to read and follow oral and written instructions.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Operate computer and various office equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Possession of a high school diploma or equivalent. No experience is required; some landscaping, general maintenance, or construction experience is desirable.

License and Certificate:

Possession of, or the ability to obtain, a valid driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call, as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.