GENERAL LABORER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under close supervision, performs a variety of unskilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, and/or other assigned systems, facilities, or area(s); and operates and maintains a wide variety of hand and power tools and light equipment. The goal of this job classification is to provide an entry-level opportunity.

DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the assigned department. Employees work under close supervision while learning to perform and performing a variety of routine maintenance, repair, and construction duties related to area of assignment that can include streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area. Incumbents may advance to Maintenance Worker "I" classes in the various areas when there is a vacant position and after gaining experience, job knowledge, and demonstrating increasing levels of skill and proficiency to meet the minimum qualifications of the higher classification, and at the recommendation of management.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of unskilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area.

2. Perform unskilled manual labor such as sweeping, digging, and shoveling and lifting, tugging, pulling, and carrying heavy objects, material, and equipment; load, transport, and unload materials.

3. Clean and maintain City facilities, structures, areas, and systems; pick up debris and litter; clean and maintain storm drains, culverts, catch basin channels, and other structures, systems, and areas; clear brush; perform weed abatement.

4. Operate a variety of maintenance equipment and hand and power tools in a safe and efficient manner, with appropriate training; maintain tools and assigned equipment.

5. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.

6. Provide courteous customer service; respond to questions and inquiries from the general public and staff regarding various maintenance projects; resolve customer problems or complaints.

7. Maintain records related to assigned work.

8. Maintain cleanliness of assigned work areas and facilities.

9. Utilize proper safety precautions related to all work performed.

10. Assist in performing special projects as assigned.

11. Respond to emergency off-hour work situations as required.

12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services, and activities of a general maintenance, repair, and construction program.
- Basic methods and techniques of general construction, maintenance, and repair related to the area of work assignment.
- Basic operational characteristics of maintenance and construction equipment and tools used in the work assignment.
- Basic practices and procedures of traffic control.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Perform a variety of un-skilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area.
- Learn to use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Learn to maintain and repair a variety of tools and equipment.
- Learn to read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Apply safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic, after approved training.
- Minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Maintain records.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Some general maintenance, repair, and construction experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within two (2) years of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.