

LABORER

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents perform routine unskilled, manual laboring tasks. Work may involve operating motorized vehicles and equipment. Work assignments are verbal or in writing. While supervision is not a responsibility of this position, incumbents may function as a lead worker over hourly or seasonal staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs routine cleaning, maintenance and repair assignments;

Operates motor equipment, including motor vehicles, power and hand tools in the performance of duties;

Assists in the maintenance and performs routine maintenance of physical plant, automotive and operating equipment;

Cleans and operates equipment, supplies and instruments in accordance with defined procedures;

Digs ditches and lays pipes;

Cuts grass by hand or with tractor-driven mowing machines;

Rakes and hauls away rubbish;

Cuts up felled trees;

Assists in repairing and performs routine repair of roads;

Assists and paints lines on highways;

Does rough grading;

Loads and unloads trucks;

Receives and/or moves supplies, equipment and furniture;

Transports mail and other parcels;

Packages, wraps and prepares items for moving as necessary;

Reports defective and damaged equipment and supplies to supervisor for corrective action;

Performs security functions as assigned;

Performs snow removal duties;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance both scheduled and in response to emergency situations as required;

May perform other incidental tasks, as needed;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to follow oral instructions; ability to get along well with others; ability to use computer applications such as spreadsheets, e-mail, calendar, word processing and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; agility; physical condition commensurate with the needs of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum training and experience requirements.

SPECIAL REQUIREMENTS: (1) Depending on assignment, must possess and maintain a valid license to operate motor equipment in New York State, appropriate for the type of motor equipment being operated. (2) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.