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## Laborer 02

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### **WG-3502-02**

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### **I. INTRODUCTION**

This position is located in

The incumbent performs a variety of duties involving physical labor.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Tasks can involve the use of common manual handtools and equipment (e.g., shovel, crow bar, hand saw, handtruck, dolly) and simple power equipment (e.g., lawnmowers, hand buffers) and typically include:

- 1) Loading, unloading, and moving heavy, bulky objects, such as furniture and equipment, by hand, handtruck, or dolly.
- 2) Opening crates and boxes using crowbars and cutting packing strips with shears.
- 3) Digging ditches where grading and sloping is not required; filling holes with dirt; leveling bumps and low places using shovel, hand tamper, and rake.
- 4) Mowing grass with walking-type power lawnmower; trimming small trees and bushes using handsaw or shears.
- 5) Shoveling snow; collecting and emptying garbage cans.
- 6) Washing and waxing vehicles using hand buffer.
- 7) Performing minor repairs on furniture and equipment.
- 8) Erecting and dismantling steel shelving, bins, work tables, pallets, racking, furniture, etc.

#### **III. FACTOR DESCRIPTIONS**

Factor 1 - Skill and Knowledge

Incumbent must be able to understand simple instructions. Little or no specialized skill, experience or training is required. However, incumbent must exhibit sufficient manual skill, physical ability, and attention to detail to safely operate required tools and equipment and work with heavy objects.

Factor 2 - Responsibility

Incumbent receives specific oral and written instructions and is expected to complete multiple tasks independently. The supervisor or lead is available, however, if questions arise.

Incumbent takes necessary precautions to prevent accidents and work injuries, e.g., wears safety helmet when stacking pallets and follows proper lifting practices when handling heavy items.

#### Factor 3 - Physical Effort

Work requires moderately heavy physical effort to frequently lift and carry objects weighing up to 40 pounds, push heavy furniture, loaded carts, etc., and occasionally lift and carry heavy objects weighing up to approximately 50 pounds.

#### Factor 4 - Working Conditions

Work is often outdoors, occasionally in bad weather or extreme temperatures. Indoor work may be dirty and dusty. The tools, equipment and heavy objects involved occasionally present chances of serious injury (e.g., broken bones, severe cuts, strained back).

THIS POSITION IS NON-EXEMPT FROM COVERAGE UNDER THE FLSA.

#### **IV. UNIQUE POSITION REQUIREMENTS**

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