

ISSUED: **3/13, 7/92**
& 3/88

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| TITLE: <u>Laborer</u> | SALARY SCHEDULE: _____ | CLASS CODE: <u>AS707</u> |
| UNION: <u>AFSCME</u> | SALARY GRADE: _____ | EEO CODE: <u>H70-001</u> |
| | FLSA: <u>Non-Exempt</u> | JOB CODE: <u>K</u> |

POSITION PURPOSE

Perform varied assignments in and around the University's physical plant to assist in the upkeep of property.

ESSENTIAL JOB FUNCTIONS

- Perform general unskilled labor inside University buildings throughout campus. Move equipment, furniture, rubbish, materials and supplies; transport very heavy, awkward objects through doorways and halls, up and down stairs and around corners safely without damaging carpet or floors; dispose of material properly; place objects in appropriate location according to specification. Use hand trucks and other equipment as situations permit.
- Assist with grounds maintenance. Plant and weed gardens; cut grass with hand or power mower; perform edging with hand or power edger; remove rubbish from outdoor areas; empty outdoor garbage cans which may contain large amounts of trash and/or water. Operate hand and power tools properly to avoid injury to self or others.
- Provide general clean-up duties. Pick up litter from grass, along fences and around trees; assist in clean up after sporting events; rake or otherwise remove clippings and branches left behind after landscaping activities; participate in refuse removal indoors after moving equipment and/or furniture or when a building is vacated.
- Perform excavating and concrete breaking with manual tools. Move heavy rocks and brick; relocate outdoor planters and garbage receptacles; use sledge hammer to break concrete.
- Participate in snow removal during winter months. Use shovels and plows to clear sidewalks, driveways and paths of snow and/or ice; spread salt on surfaces as appropriate; break ice as necessary to ensure safety of students, staff and visitors.
- Maintain safe working conditions at all times by using supplies and equipment properly and taking necessary precautions. Remove all equipment and debris from work areas; work outdoors and in inclement weather; complete tasks requiring work in different positions and at different angles.
- All Laborers are considered to be "Essential Personnel," and are required to report during a university emergency closure period.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High School graduate or equivalent combination of education and/or experience.
- Ability to transport very heavy equipment, furniture, rubbish, rocks and brick.
- Ability to use a variety of hand and power tools including hand and power mowers, edgers, shovels, sledge hammers, plows and hand trucks.
- Ability to work in varying environmental conditions utilizing safety precautions and procedures.
- Must obtain security clearance.