

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

LABORER

JOB DESCRIPTION

Employees in this job perform a variety of tasks to maintain state buildings, grounds, parks, highways, and bridges and assisting in the operation of agriculture and veterinary programs.

Position Code Title - Laborer-E

Laborer 5

This is the entry level. The employee performs a range of laborer assignments while learning the methods of the work.

Laborer E6

This is the experienced level. The employee performs a full range of Laborer assignments and uses independent judgement to make decisions in specific work situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Operates tractors, power mowers, and landscaping tools and equipment.

Mows grass, prepares soil, spreads seed, cuts weeds and brush, and trims trees.

Lays out, tills, plants, sprays, weeds, waters, and prunes flowerbeds and gardens. Applies fertilizer and weed killer.

Shovels snow from sidewalks, roadways, and parking lots by hand or using snowblowers or truck-mounted snowplows.

Cleans grounds, walks, parking lots, and such facilities as garages, storerooms, parks, welcome centers, and rest area facilities.

Collects and removes garbage.

Vacuums carpets and cleans and washes floors and walkways using brooms, sweepers, floor scrubbers, and power washers.

Performs minor building and grounds maintenance using manual and power hand tools.

Gathers and removes concrete, asphalt, dirt, brush, and clippings.

Loads, unloads, and moves supplies, materials, equipment, or furniture to and from work site.

Cleans, repairs or replaces, and paints or refinishes buildings, park benches, tables, and playground equipment.

Repairs cracks, joints, seams, and potholes in roadways and parking lots, and applies sealants.

Performs minor repairs and routine maintenance on trucks, cars, tractors, motorized machinery, and attachments.

Parks or shuttles cars from one location to another.

Pumps gas, washes, cleans, and details facility or motor pool vehicles.

Schedules and maintains records for use and/or repair of state vehicles.

Constructs forms and mixes, pours, and finishes concrete to repair curbs and sidewalks.

Monitors sewer system, lift stations, and water treatment systems.

Maintains and tests chemical levels for water treatment systems.

Hauls and sets up livestock handling equipment.

Cleans and disinfects equipment.

Corrals animals, applies ear tags, and assists with animal testing.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level and considerable knowledge is required at the experienced level.

Knowledge of the use and care of a variety of hand tools and motorized machinery.

Knowledge of procedures and methods used in the care of lawns, trees, shrubs, flowers, and vegetable gardens.

Knowledge of the proper use of fertilizers, insecticides, and weed killers.

Knowledge of the methods used in preparing, applying, and finishing surfaces and various patching and sealant materials.

Knowledge of occupational hazards and safety precautions applicable to the work.

Skill in the use of common hand tools and a variety of power tools and motorized machinery.

Skill in performing routine maintenance and minor repairs on power tools and motorized machinery.

Ability to operate a variety of farm and grounds equipment including tractors, mowers, and pickup trucks with snowplows and trailers.

Ability to handle large livestock humanely and safely.

Ability to read written directions on use of equipment and materials.

Working Conditions

Some jobs require an employee to work in an environment that involves exposure to chemical fertilizers, insecticides, and weed killers.

Some jobs require an employee to work with livestock.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to perform strenuous tasks requiring strength and coordination.

The job duties require an employee to use power tools.

The job duties require an employee to climb ladders.

The job duties may require an employee to lift and/or move heavy objects.

Education

No specific type or amount is required.

Experience

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LABORER

Job Code Description

LABORER

Position Title

Laborer-E

Position Code

LABORERE

Pay Schedule

A31-002

JZ

03/17/2024