

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LABORER

JOB DESCRIPTION

Employees in this job perform a variety of tasks requiring the use of hand and power tools and motorized equipment in order to assist in the maintenance of state buildings, grounds, parks, highways, and bridges.

There are two classifications in this job.

Position Code Title – Laborer-E

Laborer 5

This is the intermediate level. There are two concepts at this level. The employee either performs a range of laborer assignments while learning the work methods, processes, procedures, and developing knowledge and skills; or, the employee performs a limited range of laborer assignments in accordance with well-defined instructions and guidelines.

Laborer E6

This is the experienced level. The employee, with increased responsibility performs a full range of laborer assignments using limited judgement. Actions are normally determined by specific instructions from the supervisor or by following well-defined procedures, methods, and practices.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Operates tractors or power mowers.

Shovels snow from sidewalks, roadways, and parking lots by hand or using snowblowers or snowplow.

Lays out, tills, plants, sprays, weeds, waters, and prunes flowerbeds and gardens.

Cleans grounds, walks, parking lots, and such facilities as garages, storerooms, park, and rest area facilities.

LABORER
PAGE NO. 2

Assists in the performance of minor building maintenance jobs using manual and power hand tools.

Hauls and removes garbage; removes concrete, asphalt, dirt, brush, and clippings; or delivers laundry.

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

Assists in the cleaning, repairing or replacing, and painting or refinishing of buildings, park benches, tables, and playground equipment.

Cuts weeds and brush along highways and cleans debris from ditches, drains, parks, and tree trimming areas.

Assists in the planting, spraying, pruning, and trimming of trees and shrubs.

Assists in the repair of cracks, joints, seams, and potholes in roadways and parking lots and applies sealant.

Assists in the performance of minor repairs and routine maintenance on trucks, cars, tractors, motorized machinery, and attachments.

Applies fertilizer and weed killer, prepares areas and sows new grass seed, and mows grass.

Parks or shuttles cars from one location to another.

Pumps gas, cleans out, or washes cars in a motor pool operation or garage.

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

Assists in constructing forms and mixing, pouring, and finishing concrete to repair curbs and sidewalks.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate 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.

LABORER
PAGE No. 3

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

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

Knowledge of potential dangers and safety precautions applicable to the work performed.

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 follow instructions.

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

Working Conditions

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

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

Physical Requirements

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

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

The job duties require an employee to climb ladders.

The job duties require an employee lift and move heavy objects.

The job duties require an employee to use power tools.

Education

No specific amount of formal education is required.

Experience

Laborer 5

No specific type or amount is required.

LABORER
PAGE No. 4

Laborer E6

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

Special Requirements, Licenses, and Certifications

Some positions within this classification series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this classification series may also be assigned duties that require the application of pesticides, which may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

ECP Group 1
Revised 7/1/06
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