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Specifications for the Class:

GENERAL LABORER III

Distinguishing Characteristics

This class reflects a working supervisor responsible for supervising a work crew and participating in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings, and equipment.

This class differs from General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks.

Examples of Duties *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes, and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, and cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders and trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time

records; may submit written reports of activities; and may operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

Minimum Qualification Requirements

Experience and Training: Three (3) years of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

Knowledge of: Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and maintenance; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment, deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specifications for the class GENERAL LABORER III, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012



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