

CLASS SPECIFICATION FOR
Laborer

GENERAL STATEMENT OF DUTIES: Performs manual labor requiring little or no special training and little or no experience; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving manual tasks. The duties require physical strength, endurance and the ability to do heavy physical labor efficiently. The employee works under the immediate supervision of a supervisor, foreman or equipment operator who issues oral work assignments, and frequently checks the work in progress and upon completion.

EXAMPLES OF WORK (illustrative only):

- Picks up garbage and refuse cans, loads contents on truck and returns cans to proper places;
- Cleans gutters, culverts and other drainage structures;
- Loads and unloads stone, gravel, dirt, asphalt, timber and heavy mechanical equipment;
- Removes snow from roads and spreads sand and cinders on icy roads;
- Rakes and loads grass and brush, mows lawns and cleans grounds;
- Pours concrete and fills pavement cracks with asphalt, and shovels and rakes asphalt-paving mix in road repairs;
- Builds forms for curbs, gutters, and sidewalks and performs other tasks in new road construction;
- Assists in repairing leaks in water and sewer mains, and lays sewer and water mains;
- Digs and backfills ditches;
- Assists with athletic field maintenance;
- Assists with custodial cleaning of park facilities;
- Operates grass cutting equipment, pneumatic equipment and drives trucks;
- Receives, stores and issues material from the warehouse;
- Assists in inventory of material;
- Transports equipment and heavy furniture from one area to another;
- Repairs traffic signs and installs pavement markings;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of a variety of maintenance and manual tasks; willingness to perform routine manual work; stamina; ability to understand and follow simple oral instructions; and physical conditioning that permits such activities as heavy lifting, bending, stooping and working under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school, and preferably some heavy manual labor experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid driver's license issued by the Commonwealth of Virginia, and VDOT flagging certification. May also require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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<p>This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of <u>all</u> positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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