



Class Code: 418
WP Code: General Laborer
Established: February 2011
Revised: _____
EEO Code: SM

CLASS SPECIFICATION

City of Newark, California

GENERAL LABORER

DEFINITION

Under immediate/general supervision from a Maintenance Supervisor, and technical and functional supervision from a lead worker; to perform a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscape and parks, streets, equipment or building maintenance; occasionally assist in repair work; perform heavy manual labor.

DISTINGUISHING CHARACTERISTICS

This is a stand alone class in the Maintenance Division. Positions in this class typically have little or no directly related work experience and work under immediate supervision. The Laborer class is distinguished from the entry level I Maintenance series by the performance of less than the full range of duties assigned and the requirement of immediate supervision beyond a training period. This classification does not operate heavy equipment and does not operate riding mowers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Dig; plant trees, shrubs and varied plants; prune, fertilize, mulch and water planted areas.

Mow and edge turf areas; remove trash and debris and sweep and rake areas as required.

Sweep; clean floors.

Paint.

Use wheel barrels to haul heavy loads of material.

Assist Equipment Mechanics in picking up/delivering vehicles.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Uses and purposes of general construction and related maintenance tools and equipment.

General Laborer

Safe work practices.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of landscape and park, streets, equipment or building maintenance; occasionally assist in repair work; perform heavy manual labor.

On a continuous basis, know and understand operations, and observe safety rules.

Intermittently, sit while studying or listening to training; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks; work in conditions of various outdoor exposure; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry heavy weights up to 90 lbs; work in conditions of various outdoor exposure.

Communicate clearly and concisely, both orally and be able to read and follow instructions.

Work unusual/prolonged work schedules during emergencies or seasonally-caused circumstances.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required; some landscaping, general maintenance, or construction experience is preferred.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, a Class C California driver's license.

Probationary Period: 6 Months

FLSA: Non-Exempt