

# Laborer Tompkins County

**Department:** All Civil Divisions

**Classification:** Labor

**Labor Grade:** Blue Collar 4 for County positions, TC3 grade of B

**Approved:** 01/01/69 by HH Commissioner of HR

**Revised:** 3/88; 2/00; 4/00; 11/02; 6/03; 6/10; 3/13; 10/15; 2/22

**By:** RP, Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

There are no minimum requirements for this position.

**Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

A Laborer performs the physical/unskilled duties of the construction trades. This is hard physical work that requires endurance and a willingness to perform physically demanding tasks indoors and outdoors in all weather conditions. An employee in this class is responsible for assisting skilled workers in performing a variety of tasks such as road construction and maintenance, building construction and maintenance, landscaping, buildings and grounds maintenance, cleaning of fleet vehicles, painting, and any other cleaning or minor repair work required. A Laborer who has obtained the appropriate license or learner's permit may be assigned to operate heavy trucks or heavy equipment on a trainee basis. The work is generally performed under direct supervision. Supervision of others is not a function of this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

The following work activities are illustrative. Not all duties will be performed at every location in the jurisdiction. In addition, other unspecified labor-class duties may be assigned by the supervisor or appointing authority as necessary.

- May operate heavy trucks (with possession of the appropriate license or learner's permit) or heavy equipment on a trainee basis;
- May operate (with the appropriate license) light trucks, automobiles, mowing tractors, broom tractors or other motorized equipment;
- May rake and shovel asphalt to patch potholes or assist in the paving of roads;
- May assist in the installation, maintenance and repair of sidewalks by shoveling, jack hammering, laying forms, and pouring cement;
- May assist in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and back filling;
- May cut brush, remove dead trees, plant grass, and mow lawns or rights-of-way;
- May clean debris from parking lots and culverts;
- May shovel snow, remove ice, and spread salt on targeted areas;
- May serve as a wing person on a snowplow;
- May operate power tools and equipment such as saws, mixers, jackhammers, snowblowers, mowers, or tractors;
- May act as a flag person on road-repair jobs;
- May perform routine maintenance on water and sewer systems;
- May clean and maintain vehicles and building areas;
- May pick up and haul recyclables and trash;
- May take part in general grounds maintenance activities such as litter and debris removal, lawn mowing, weed-eating, raking, reseeding, and trimming;
- May make deliveries, load and unload materials, and perform all necessary moving services;
- May perform physical labor in support of masonry, carpentry, electrical, HVAC, plumbing, computer technology, and painting for maintenance and construction projects;

- May check buildings or other areas of responsibility to ensure that building systems are fully operational (e.g., HVAC, elevators, lights, roof, doors);
- May be required to keeping an eye on activities in and around a building, park or other public area and report any suspicious activity to local law enforcement officials;
- Acts as an essential personnel and may be required to respond to emergency call-ins;
- Performs all labor-related duties as required by the supervisor or appointing authority.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Skill in the use of basic hand and power tools (e.g., hammers, wrenches, screwdrivers, power drills, and circular saws);
- Ability and willingness to perform routine tasks requiring physical exertion such as lifting, climbing, painting, washing, sweeping/mopping, moving furniture, shoveling, raking, and mowing;
- Ability to operate and maintain a variety of buildings and grounds equipment and vehicles such as scaffolding, pumps, lifts, riding and walk-behind mowers, trimmers, chainsaws, blowers, plows, spreaders, pressure washers, and (depending upon the appointing authority) trucks (pickup, dump and lift-gate);
- Ability to follow oral and written directions;
- Ability to identify, avoid, and report potentially hazardous working conditions;
- Ability to understand, interpret, and follow all applicable safety policies;
- Willingness to respond to emergencies as an essential staff member and perform overtime work;
- Willingness to work outdoors in inclement weather;
- Physical strength and endurance;
- Mechanical aptitude, manual dexterity, thoroughness, dependability, tact, and good judgment;
- The employee's physical condition must be commensurate with the demands of the position either with or without reasonable accommodations.

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