



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	LABORER
Jurisdictional Class:	Labor
Civil Division:	All Civil Jurisdictions
Adoption: CSM	3/18/78
Revised: CSM	5/14/08

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the performance of general laboring or construction tasks, which requires physical endurance and a willingness to perform arduous task at times in inclement weather. The incumbent generally uses hand and power tools to perform the work but may occasionally operate automotive equipment under close supervision of a qualified operator. The work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the maintenance or construction of roads, streets, utility, and drainage systems by digging and backfilling trenches, spreading asphalt, sand, and gravel;
Assists in preparation, lay out, and maintenance of athletic fields and areas designated for beautification by clearing, grading, reseeding, weeding, and lining;
Performs a variety of manual labor tasks subject to inclement weather conditions and often in an unpleasant environment;
Rakes and shovels asphalt to patch potholes or assist in the paving of roads;
Assists in the installation, maintenance and repair of sidewalks or other projects by shoveling, jack hammering, laying forms, and pouring cement;
Assists in the installation, maintenance, and repair of pipeline by excavating, laying pipe, and backfilling;
Cuts brush, removes dead trees, plants grass, mows lawns and roadsides;
Operates power driven tools and equipment such as saws, compressors, drills, mixers, pumps, jackhammers, tampers and mowers;
Uses hand tools such as shovels, scythes, forks, and rakes in grounds maintenance and beautification work;
Loads and unloads trucks and stacks materials and supplies;
Acts as flagman on highway jobs, directs trucks at loading and unloading sites;
Assists in erecting or assembling snow fences, barricades, picnic tables and recreation equipment;
Performs general clean-up work such as removing debris, raking leaves, cutting grass and weeds, shoveling snow, and assists in collection of rubbish and litter from public lands and facilities;
Cleans vehicles and buildings;
Operates motor equipment on a relief, emergency, or trainee basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the care and safe use of common hand and power tools found in construction and maintenance;
Willingness to perform routine manual tasks;
Ability to lift heavy weights and perform routine physical labor;
Ability to follow simple oral or written instructions;
Willingness to work under all weather conditions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) None is required, but some experience in heavy manual labor is desirable.

If driving motor vehicle equipment, must have proper NYS licensure.