

3502,Laborer,WG-01

Based on PD Tracking Number 0002295

PD Tracking Number 0002296

### Major Duties

Incumbent performs tasks that require light to moderate physical effort and the ability to use simple hand tools. Duties involve little or no specialized skill or prior work experience. Such tasks include but are not limited to the following: unpacks, moves, and arranges furniture, supplies and equipment; assembles and disassembles shelving and storage containers; shovels snow; cuts and clears small trees and brush along roads, fences, etc; digs ditches using a shovel and pick; washes and waxes cars and trucks manually; mops, vacuums, waxes and buffs floors; cleans rest rooms and empties trash cans; and, cleans and stores field equipment.

### SKILL AND KNOWLEDGE

Knowledge and ability to perform simple manual tasks and follow oral/written instructions. Ability to work safely, lift and move light to medium weight objects, and use industrial cleaners. Ability to safely use simple tools/equipment such as rakes, shovels, hammers, and hand trucks.

### RESPONSIBILITY

The supervisor provides specific instructions for new assignments and frequently checks the work. Routine work is performed with minimal oversight, however the employee is expected to conduct work in a manner to insure own safety, the safety of others and to identify and report hazardous situations.

### PHYSICAL EFFORT

Work requires light to moderate physical effort such as frequent lifting and carrying objects weighing 10 to 30 pounds. Occasionally lifts and carries objects weighing up to 45 pounds. Work regularly involves walking, bending, stooping, reaching, and standing for long periods of time.

### WORKING CONDITIONS

Work may be performed indoors or outdoors. While working outdoors the employee may be exposed to all kinds of weather conditions including rain, snow, heat, and cold. Indoors the employee may be exposed to drafts, noise, and dust. The work involves the chance of incurring minor injuries such as bruises, cuts and scrapes.

