

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title Laborer  
Sch & Grade CTL-3  
Class Code HA02  
FLSA Status Non-Exempt  
Bargain Unit Elig. SEIU  
Occupational Group Maintenance

**PRIMARY PURPOSE:**

Performs a variety of manual labor tasks associated with the maintenance, repair, construction, cleaning and operation of City facilities.

**SUPERVISION:**

Under direct supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Cuts, trims and edges grass around City buildings, public grounds and right-of-ways.
2. Picks up limbs; rakes leaves and grass; cleans, weeds and waters flower beds; and trims trees and shrubs, as directed.
3. Assists in planting and caring for flowers and shrubs.
4. Loads, unloads and maneuvers a variety of materials and equipment from trucks such as limbs, leaves, packaged materials, recyclables, cement bags, and jackhammers and places or piles in designated sites.
5. Picks up paper, trash, debris, etc.; sorts recyclable material; and places in dumpsters or other designated containers.
6. Sweeps sidewalks and shovels snow as needed.
7. Scrapes, sands, primes, and paints using brush, roller, or airless spray gun for general painting needs.
8. Operates pick up trucks, farm tractors, and other equipment with standard or automatic transmission and power takeoff controls.
9. Assists in building/setting forms, mixing and pouring concrete.
10. Operates jackhammers, tampers, vibrators, etc. in performing asphalt and concrete installation or repair projects.
11. Utilizes power push mowers, riding lawn mowers, electric and gas powered trimmers, chain saws, brush chippers, hand tools such as rakes, hoes, shovels, clippers, saws, etc.
12. Performs routine operator maintenance on equipment, such as cleaning, oiling, lubricating, etc.
13. Reads and applies instructions on mixing chemicals, equipment operation and maintenance, etc.
14. Utilizes hand tools to prepare and smooth street, sewer, waterways and/or parks construction & repair sites as assigned.
15. Assists skilled craft workers, mechanics and maintenance personnel in construction, maintenance, and repair activities.
16. Serves as lead worker over lower graded employees, temporary and seasonal employees as assigned.
17. Utilizes appropriate safety equipment and procedures.
18. Maintains records and logs for activity reports, hours worked, supplies used, etc.

**IMPORTANT FUNCTIONS:**

1. Identifies and reports maintenance needs of equipment.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of the basic procedures, tools and equipment used in grounds, roads, and/or building construction and maintenance is desirable.

**Abilities**

Operate a variety of hand and powered tools and equipment associated with building and grounds maintenance in a manner consistent with safety principles; operate equipment with both standard or automatic transmission; follow oral and written instructions; communicate effectively verbally; deal effectively and courteously with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Experience in grounds, roads, and/or building construction or maintenance work is desirable.

**Physical Requirements**

Performs bending, squatting, kneeling, climbing, twisting, crawling and reaching both to ground level and overhead; may be required to lift and carry up to 100 pounds and/or push and pull up to 150 pounds; must hold and grip objects. Subject to working in awkward positions and periods of prolonged walking or standing.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; may be exposed to constant noise, fumes, and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other safety hazards due to working in and around traffic.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator's License.

**Miscellaneous Requirements**

May be required to work weekends or a variety of shifts. Subject to emergency call-in.

<b>Last Revision:</b>	February 13, 2012	<b>GENERAL ORDINANCE NO.</b> 4379
<b>Comments:</b>	Updated Abilities	<b>Date:</b> September 20, 1993

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_