

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: LABORER

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform routine, unskilled manual work. The position is responsible for assigned tasks. The position works under direct supervision according to set procedures.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Loads and unloads gravel, dirt, timber, chemicals, or other materials, tools, and equipment.

Cuts grass and trees, and rakes leaves.

Digs shallow trenches and ditches; assists in installing pipes; cleans catch basins, manholes, and sewer lines.

Performs maintenance functions such as greasing pumps, motors, and shafts, and replacing valves; performs light repairs and installations as directed.

Performs grounds and facility maintenance.

Installs, upgrades, and replaces meter boxes; assists in the repair, maintenance, and installation of water and/or sewer lines and related facilities.

Picks up paper and debris on public property and streets.

Performs various street maintenance duties such as cleaning gutters, raking and spreading asphalt, or patching holes.

Serves as traffic flagger on street or utility projects.

Assists with setting up forms and pouring concrete.

Interacts with customers to provide routine information.

Performs routine clerical tasks such as completing work orders or maintaining logs.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Follows instructions of supervisor.

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INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as hand and power tools, shovels, axes, small mowers, small trucks, chainsaws, and other similar equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of materials, supplies, and equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads simple sentences or instructions; writes simple sentences; speaks simple sentences using basic grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very minor impact - affects only the individual.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED, or vocational training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

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EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery and tools.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, traffic, animals/wildlife, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.