



## PERSONNEL COMMISSION

**Class Code: 0204**  
**Salary Range: 18 (C2)**

### LABORER

#### JOB SUMMARY

Under general supervision, to assist in the collection of refuse at District sites; to drive a District vehicle for pick-up and delivery of materials, equipment and other items; to perform semi-skilled or unskilled tasks in the automotive repair shop; and to perform related duties as required.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Ride in a District refuse truck to sites for the pick-up of trash; unlock gates, direct the driver from the street to the trash bins; position bins safely for pick up and direct driver in leaving the site; observe and warn students, adults and other vehicles of truck's presence while at the site; remove items or materials that may present harm to people, environment or damage to the truck; pick up extra bagged refuse and throw into the bin; identify bins in need of repair; may change wheels on bins as needed. **E**
- Assist with pick-up of items such as furniture, equipment, supplies and boxes for transport from one site to another; load trucks properly placing and securing items safely on the truckbed; match numbers on invoices or manifests to numbers on items for pick up and delivery; assist with pick-up and delivery of school equipment for events such as athletic games or concerts. **E**
- Do pick up and delivery of parts, supplies and materials for automotive shop as assigned. **E**
- Check quantity of fluids in storage tanks in the automotive shop such as transmission, coolant and motor oil and replenish as directed; fuels vehicles; steam clean engines and parts. **E**
- Assist automotive technicians with pushing, moving and lifting heavy parts and equipment. **E**
- Check District vehicles for proper fluid levels, tire pressure and wear, and working condition of lights; do minor maintenance tasks such as adding engine oil, bring other deficiencies to the attention of automotive mechanics. **E**
- Check inventory in automotive stock room and notify shop personnel of need for replenishment. **E**

- Monitor safety equipment and practices in automotive shop such as first aid kit, fire extinguishers and gas valves. ***E***
- Keep automotive shop clean and free of fluid spills. ***E***
- Operate a District vehicle. ***E***

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Laborer performs unskilled and semi-skilled work requiring physical exertion and strength and is typically assigned tasks combining refuse hauling, pick up and delivery of materials, supplies and other goods and assisting journey-level mechanics in the automotive shop.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Air brake systems on trucks.

Basic Mathematics.

Hand tools used in minor maintenance on vehicles.

Methods and techniques for safe handling and movement of materials, supplies and equipment.

#### **Ability to:**

Perform manual labor for extended periods of time.

Follow oral and written directions.

Use hand tools to perform minor maintenance on vehicles and trash bins.

Operate a vehicle observing legal and defensive driving practices.

Operate materials handling equipment including forklift and pallet jack.

Establish and maintain effective working relationships with others.

#### **Training:**

Equivalent to completion of the eighth grade. \_

#### **Experience:**

Six months experience in general labor requiring physical work.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledges and abilities, may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid class C California Driver's License is required at the time of appointment and evidence of a safe driving record is required.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Some incumbents in this classification may be required to wear protective clothing, gear or equipment as required by law.

**WORKING ENVIRONMENT**

Outdoors in inclement weather; indoors in schools including classrooms, attics and crawl spaces; automotive shop; school refuse bins with foul odors and trash; dust; exposure to fumes, fluids, vapors and solvents.

**PHYSICAL DEMANDS**

Heavy work pushing and pulling 100 pounds with frequent lifting and carrying up to 50 pounds; ascend and descend ladders, stairs and ramps; standing and walking for extended periods of time; crouching, kneeling, and bending; occasional crawling.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.