



# Laborer I

Job Specification  
Classification: Labor  
Series: Maintenance  
Level: 1 of 8

**DISTINGUISHING FEATURES OF THE CLASS:** This is the first level of the Maintenance series and is responsible for performing a variety of ordinary, unskilled laboring tasks associated with maintenance activities. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Performs routine facility maintenance which may include: cleaning and sanitizing various surfaces; sweeping, mopping, vacuuming, and polishing floors; dusting and polishing furniture; and emptying trash and recycling bins.
- Operates a variety of light equipment to assist with maintenance of facilities and grounds, including yard work and snow removal.
- Sets up and breaks down rooms for meetings/events as requested.
- Performs minor maintenance duties, including replacing light bulbs, fixing minor leaks, replacing window shades, painting and/or patching walls, and hanging various items.
- May work with water services to help repair, install, or maintain hydrants, water mains, or other assigned equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Assigned department operations and functions;
- Equipment and tools used for cleaning and maintenance;
- Cleaning and maintenance principles and practices.

Ability to:

- Operate a variety of maintenance related equipment;
- Apply cleaning and maintenance principles;
- Operate a variety of light equipment to assist with grounds keeping;
- Follow oral and written instructions, policies, and procedures;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None required.

**DRIVER'S LICENSE REQUIREMENT-** No license required.

**Classification history:**

Revised: 4/17/2012, 2/18/2020