

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LABORER

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Fort Custer Training Center
4. Civil Service Position Code Description LABORER	10. Division Facility Engineering - DPW
5. Working Title (What the agency calls the position) Laborer	11. Section Facility Maintenance
6. Name and Position Code Description of Direct Supervisor ; BUILDING TRADES SUPERVISOR-1	12. Unit Fort Custer Training Center
7. Name and Position Code Description of Second Level Supervisor ; FACILITIES SUPERVISOR-5	13. Work Location (City and Address)/Hours of Work Fort Custer Training Center, Augusta, MI 49012 / M-F 0600-1430

14. General Summary of Function/Purpose of Position

Perform a wide variety of tasks requiring the use of hand and power tools and motorized equipment utilized in maintaining buildings and grounds. Perform a full range of laborer assignments with little supervision. Ability to follow supervisor's instructions following organizational procedures, methods, and practices.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 70

Roads & grounds maintenance

Individual tasks related to the duty:

- Operate mowers and tractors with various accessories attached.
- Operate hand and power tools associated with landscaping, seeding, and fertilizing.
- Shovel dirt and/or snow from sidewalks, parking lots, etc.
- Remove vegetation from right-of-way
- Repair cracks and patch holes on roadways and parking lots.
- Operate truck with snow plow attachment
- Assist in repairing and installing guardrail and culverts.
- Haul and remove garbage, remove concrete, asphalt, dirt, brush and clippings.
- Clean grounds, walks, parking lots, and such facilities as garages, storerooms, and park-like areas.
- Apply fertilizer and weed killer, prepare areas and sow new grass seed.
- Assist in constructing forms and mixing, pouring, and finishing concrete to repair curbs and sidewalks.

Duty 2

General Summary:

Percentage: 20

Building and vehicle repair/maintenance

Individual tasks related to the duty:

- Check and maintain proper fluid levels in motorized vehicles and machinery. Clean and wash equipment.
- Assist in the performance of minor building maintenance jobs using manual and power hand tools.
- Load, unload, and move supplies, materials, equipment, or furniture to and from work site.
- Park or shuttle vehicles from one location to another.
- Maintain records of state vehicle.

Duty 3

General Summary:

Percentage: 10

Other Duties as assigned.

Individual tasks related to the duty:

Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

What type of protective clothing/equipment to wear and what type of tools to use for specified tasks.

17. Describe the types of decisions that require the supervisor's review.

Decisions beyond the scope of authority delegated to the position.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- Job is primarily outdoors, requires employee to be exposed to inclement weather conditions.
- May work in an environment that involves exposure to chemical fertilizers, insecticides, and weed killers.
- Regularly conduct work activities in an awkward position requiring reaching, twisting, bending, stooping, kneeling, crouching and sitting.
- Regularly carrying objects weighing up to 50 pounds.
- Move heavier objects such as equipment and material, occasionally.
- Subject to all weather conditions.
- Subject to climbing ladders.
- Require an employee to use power tools.
- Occasional exposure to loud noises.
- Always wear required safety equipment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Perform a wide variety of tasks requiring the use of hand and power tools and motorized equipment utilized in maintaining buildings and grounds. Perform a full range of laborer assignments with little supervision. Ability to follow supervisor's instructions following organizational procedures, methods, and practices.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

This update is to officially place a PD on file and remove the CDL requirement.

25. What is the function of the work area and how does this position fit into that function?

This work area is responsible for the maintenance of Fort Custer Training Center, buildings, roads and grounds. This position will perform various laborer duties to help accomplish the responsibility of the work area.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Laborer 5

No specific type or amount is required.

Laborer E6

One year of experience performing duties involving the use of hand tools and motorized machinery equivalent to a Laborer 5.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the use and care of a variety of hand tools and motorized machinery.
- Knowledge of procedures and methods used in the care of lawns, trees, shrubs, flowers, and vegetable gardens.
- Knowledge of the proper use of fertilizers, insecticides, and weed killers.
- Knowledge of the methods used in preparing, applying and finishing various patching and sealant materials.
- Knowledge of potential dangers and safety precautions applicable to the work performed.
- Skill in the use of common hand tools and a variety of power tools and motorized machinery.
- Skill in performing routine maintenance and minor repairs on power tools and motorized machinery.
- Ability to follow instructions.
- Ability to read written directions on use of equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

No certificates, licenses, or registrations required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

DOUGLAS BRADFIELD

2/19/2020

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date