STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Laborer	5381
MAJOR AGENCIES: Mental Health, Mental	EFFECTIVE DATE:
Retardation/Developmental Disabilities, Youth Services,	01/09/2005
Administrative Services, Public Safety, Adjutant General	

SERIES PURPOSE:

The purpose of the laborer occupation is to provide both indoor & outdoor manual labor & general maintenance services.

At the lower level, incumbents perform unskilled tasks requiring general manual labor.

At the higher level, incumbents serve as lead worker over assigned staff in performing indoor &/or outdoor manual labor & general maintenance duties.

 CLASS TITLE
 CLASS NUMBER
 PAY RANGE
 EFFECTIVE

 Laborer
 53811
 02
 01/09/2005

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of manual labor in order to perform unskilled labor or minor maintenance duties.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVELaborer Crew Leader538130403/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of manual labor & general maintenance in order to serve as lead worker over assigned staff performing unskilled labor or minor maintenance duties.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Laborer	53811	06	01/09/2005	02

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs general labor outdoors (e.g., shovels snow; loads & unloads trucks; mows grass; cuts weeds; hauls trash; repairs fences; digs holes & ditches; cleans beach houses & outside restrooms).

Performs general labor indoors (e.g., shovels coal & pulls ashes; moves furniture, sets up chairs, tables, stages & platforms; sorts, stacks & puts merchandise away; cleans & dusts stock room); performs custodial duties such as sweeping, mopping & waxing floors & cleaning windows & walls.

MAJOR WORKER CHARACTERISTICS:

Skill in general maintenance & manual labor procedures & use of associated tools &/or equipment*. Ability to carry out simple instructions; follow basic oral instructions; cooperate with co-workers on group projects; physically perform manual labor & lift 100 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division. In accordance with Section 124.11 (B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, fumes & noise; may be exposed to inclement weather; may work weekends.

CLASS TITLE	CLASS NUMBER	<u>B. U.</u>	EFFECTIVE	PAY RANGE
Laborer Crew Leader	53813	06	03/26/1990	04

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as crew leader (i.e., provides work direction & training) over assigned staff in performance of & participates in indoor & outdoor manual labor & operation & minor maintenance of related equipment (e.g., transporting of chairs & setting-up of furniture for use or repair, assembling & delivering new furniture, unloading cargoes & freight, cleaning & lubricating wheelchairs, casters or beds; moving desks, chairs, file cabinets & tables, sweeping, vacuuming, washing & waxing floors, walls & doors, trash pick-up, clearing snow, spreading salt; cutting weeds, repairing fences, minor painting, washing equipment, light carpentry work).

Maintains records & prepares reports regarding progress of youth laborers; maintains inventory & property control records; collects data & writes required reports for supervisor regarding participant problems/grievances & sponsors' problems; maintains attendance records, mileage charts & usage records; maintains inventory & orders supplies & equipment for work unit.

Performs miscellaneous tasks (e.g., puts identification codes on new furniture; maintains storeroom for storage of furniture, equipment & other items; attends meetings &/or seminars).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication, division; supervisory principles/techniques*; employee training & development*. Skill in general maintenance & manual labor procedures & use of associated tools &/or equipment. Ability to deal with problems involving few variables within familiar context; read short sentences with basic, concrete vocabulary; arrange items in numerical or alphabetical order; maintain records; demonstrate strength & physical dexterity.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & addition, subtraction, multiplication & division; 6 mos. trg. or 6 mos. exp. in general maintenance & manual labor procedures & use of associated tools &/or equipment.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dirt, dust, fumes & noise; may be exposed to inclement weather; may work weekends.