



Job Title: LABORER Division: BUILDING AND GROUNDS

Immediate Supervisor: WORKING FOREMAN

## **JOB STATEMENT**

The Laborer works to provide outstanding cleaning service in creating a five star, well maintained and safe environment for our residents and employees. This is accomplished by ensuring facilities, buildings and equipment are cleaned fully and efficiently on a day to day basis in accordance with our guidelines. The Laborer is at the forefront in the day to day cleaning, maintenance and improvement of town facilities and grounds.

## **OVERALL & KEY RESPONSIBILITIES**

- Daily communication with immediate supervisor on facility cleaning operations (grounds/facility/equipment needed).
- Ensure Greece owned and leased facilities are attractive, clean, welcoming, functional and safe.
- Maintain/clean buildings and property to a safe and high standard, with an emphasis on housekeeping/tidiness.
- Ensure safe operation, maintenance and cleaning of equipment, machinery and vehicles.
- Work within Health and Safety guidelines to maintain and monitor a safe and secure environment for the welfare of our visitors and staff.
- Maintain an effective and friendly working relationship with colleagues in the Building/Grounds, Parks and Community Center divisions as well as other Town departments.
- Be prepared to undertake all tasks required to ensure the consistent and efficient operation of department functions.
- Be proactive in identifying cleaning needs beneficial for both visitors and staff in Greece facilities.
- Set an example for co-workers and conform to organizational rules, policies, procedures, safety protocols as set by the Town.

## **CUSTOMER SERVICE**

- Provide and promote an enthusiastic, welcoming and cheerful attitude at all times.
- Assist in dealing with queries and problems promptly and efficiently.
- Be aware of the effects of your work on the patrons around you (e.g. disruption, noise, inconvenience).
- Maintain cleanliness and tidiness at all times.
- Respond promptly to problems and requests, communicating to immediate supervisor.

## **PROCEDURES AND GUIDELINES**

- Have a working knowledge of division procedures and guidelines.
- Document daily work activities and turn in to immediate supervisor.

## **HEALTH AND SAFETY**

- Ensure compliance with Health and Safety regulations and guidelines.
- Maintain all public areas to a high standard of safety.
- Identify potential risks and hazards around the facilities and communicate to supervisor.
- Use the correct equipment and materials as trained and for the appropriate reason.
- Attend training courses as required.
- Follow all safety guidelines and protocols.
- Report all injuries to immediate supervisor.

## **OTHER**

- Support, in actions and attitude, the operations and vision of the Town of Greece Buildings and Grounds Division as led by the Director of Parks and Recreation.
- Document and submit daily work activities.
- Follow the maintenance/cleaning standards for each property.
- Actively participate in the daily and preventative maintenance of facilities including, but not limited to: facility and building improvements, grounds improvements, etc.
- Routinely observe (at the beginning and end of maintenance routine) all facilities to ensure each are of the highest standard in cleanliness and safety.
- Perform other duties and functions as requested.

**LABORER**

Code No. 6-12-022  
LABOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level unskilled position involving a variety of routine heavy and light manual labor tasks. The employee reports directly to and works under the general supervision of a foreman or other higher-level employee. The job requires physical endurance. May be required to work outdoors in all kinds of weather, to work overtime, and to be on twenty-four (24) hour call seven (7) days a week for emergencies. Supervision of others is not a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists with installation, maintenance, repair, and cleaning of highway, sewer or water system components;

Assists in construction, patching and grading of roads, and installation of new sidewalks;

Shovels, rakes and tamps asphalt;

Operates snowplow wing;

Removes snow from sidewalks, parking lots, and recreational areas by shoveling or using tractor or pick-up truck and plow;

Collects garbage and rubbish;

Plants and prunes trees, grades lawns, rakes leaves, cuts grass and brush, spades flower beds, cuts wood, and assists in other grounds maintenance activities;

Digs and refills trenches for sewer and water lines, and drainage pipe;

Excavates and backfills for new construction and repairs;

Repairs, cleans and flushes culverts and basins;

Performs general building cleaning tasks such as dusting, sweeping, mopping, and washing;

Fills motor equipment with cement, sand, stone or oil etc.;

Loads and unloads vehicles and trucks;

Directs traffic on road projects;

Picks up dead animals for disposal;

Repairs mailboxes, installs sign or fence posts, and assembles, sets up or removes road signs;

Assists with painting and unskilled carpentry tasks;

Drives pick-up truck or other light vehicle for the delivery of supplies or messages;

Operates motor equipment as a trainee under direct supervision;

Assists a mechanic with equipment repairs, and service equipment by adding fuel, coolant and lubricants;

Operates telephone or two-way radio for emergency dispatching.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the use of hand tools; working knowledge of methods used to maintain and construct roads, sidewalks, catch basins, etc.; working knowledge of ground maintenance activities; working knowledge of building cleaning methods; working knowledge of specific hazards and safety precautions; ability to do heavy manual labor, including lifting; ability to follow instructions; ability to work under direct supervision; ability to establish good working relationships with others; ability to work under all weather conditions; manual dexterity; endurance; dependability; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** There are no training and experience qualifications.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Possession of a valid New York State Motor Vehicle Operator's License Class D may be required by some jurisdictions. Candidates may be required to pass a physical examination to determine ability to perform manual labor.

Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of part 107 of the Federal Aviation Administration Regulations prior to appointment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** November 10, 1983

**REVISED:** March 7, 2002