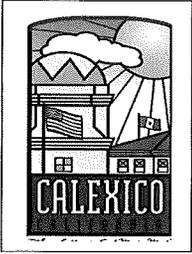


**AGENDA  
ITEM**

**11**



# AGENDA STAFF REPORT

**DATE:** February 20, 2018

**TO:** Mayor and Council Members

**APPROVED BY:** David B. Dale, City Manager *DB*

**PREPARED BY:** Denise Garcia HR/RM Manager *Denise Garcia*

**SUBJECT:** Approve Revised Job Description for Laborer Position

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**Recommendation:**

Approve the attached revised job description for the position of Laborer.

**Background:**

Staff is currently recruiting to fill eight laborer positions in various divisions of the Public Works Department. Currently the position requires one year of general maintenance experience without high school or formal education requirements. Historically the minimum requirements and experience for the Laborer position have been set low as the expectation of hiring unskilled workers with reliability and strength as their core characteristics has been the objective.

**Discussion & Analysis:**

Unskilled labor jobs require little or no special training and make use of limited skills. However, changes in technology have expanded the skills laborers should possess by requiring some use of computers or other technology on the job.

The revised job description will reflect that qualified applicants be required to have one year or more of general maintenance experience and have a high school diploma or GED equivalent. It is important to note that Administrative staff desires to promote from within and retain institutional knowledge. For current and future laborers to be eligible for in house promotions into higher classifications, a high school diploma is a minimum requirement. Making continuous revisions and improvements to job descriptions a priority will help ensure that the City is not missing out on potential talent at the very beginning of the recruitment process. It should be noted that any existing employee not meeting the high school diploma or GED equivalent requirement for this position, would be "grandfathered" so long as the employee's employment continues.



**Fiscal Impact:**

None.

**Coordinated With:**

Public Works Manager/Department.  
C.M.E.A.

**Attachments:**

1. Laborer Job Description – Revised.

## CITY OF CALEXICO

### **CLASS TITLE: LABORER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of general maintenance work in support of assigned projects and activities in grounds and street maintenance.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of general maintenance work in support of assigned projects and activities in grounds and street maintenance; receive and respond to work orders; assist in assuring a safe environment for the public.

Perform grounds maintenance and gardening duties in the beautification of grounds and landscaped areas; mow, edge, trim and water parks, lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune, spray and fertilize flowers, trees, grass and shrubs.

Assist in preparing streets for paving, asphalt and concrete repair; utilize asphalt and other rock to pave, grade and patch roads, streets, alleys and shoulders, fill holes and seal cracks; assist in maintaining existing streets in proper condition.

Pick up paper and other debris from grounds, walkways and areas adjacent City facilities; edge walkways; sweep walkways, driveways, parking lots and concrete surfaces adjacent to buildings; empty waste receptacles.

Install, construct or repair concrete sidewalks, curbs and gutters; cut and form asphalt and cement; assist with repairing water main breaks as required; install and remove man hole rings and water valves; clean sumps and storm drains; remove debris from alleys, streets and parkways.

Paint and stripe curbs, parking spaces, stop lines, crosswalks, school zones, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers as assigned; pressure wash and apply paint to buildings as required.

Operate a variety of equipment such as trucks, mowers, rollers, loaders, cutters, edgers, backhoes, compactors, tractors, saws, paint machines, spray guns and various hand and power tools; clean and perform minor maintenance and repairs on equipment as needed; drive a vehicle to conduct work.

Drive trucks to haul and transport equipment, supplies and materials to and from project locations; load and unload materials, supplies and equipment.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals as assigned; fill dispensers with towels, soap, toilet paper, seat covers and other items; perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures.

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Set up and arrange traffic barricades and cones as assigned.

Assist with installing, maintaining and repairing irrigation systems as assigned; replace sprinklers; excavate and dig trenches and holes as directed; install and maintain chain link fences.

Maintain routine records related to assigned activities.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.

Basic grounds maintenance procedures including mowing, edging, raking and weeding.

Appropriate safety precautions and procedures.

Operation of hand and power tools and equipment.

Proper lifting techniques.

Legal and defensive driving practices.

Basic record-keeping techniques.

**ABILITY TO:**

Perform a variety of general maintenance work in support of assigned projects and activities in grounds and street maintenance.

Mow, edge, trim and water parks, lawns, fields and other turf grounds.

Assist in preparing streets for paving, asphalt and concrete repair.

Observe health and safety regulations.

Perform heavy physical labor.

Understand and follow oral and written instruction.

Observe legal and defensive driving practices.

Work cooperatively with others.

Prepare and compile routine records related to work performed.

**EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to:~~ High school diploma or G.E.D. and one year general maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil, grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of equipment.  
Walking or standing for extended periods of time.  
Seeing to perform a variety of maintenance activities.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Heavy physical labor.  
Climbing ladders.

**HAZARDS:**

Subject to noise and fumes from equipment operation.  
Working around and with machinery having moving parts.  
Working in confined spaces.  
Exposure to methane gas, vapors and odors.  
Contact with raw sewage, infectious materials and associated toxic fumes.  
Working at heights.  
Traffic hazards.