

CONSTRUCTION LABORER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Last Action</u>	<u>Effective Date</u>
2210	Construction Laborer	15	170	6 mo.	Rev.	7-31-09
1860	Construction Laborer Sub-Foreman	15	170	6 mo.	Rev.	7-31-09
1620	Construction Laborer Foreman	15	170	6 mo.	Rev.	7-31-09

Promotional Line: 87

Series Narrative

Employees in this series provide physical labor on construction and maintenance projects, such as:

--assisting other craft workers

--operating hand and power tools of all types (such as air hammers, cement mixers, etc.)

--cleaning up and preparing sites, digging trenches, setting braces to support the sides of excavations, erecting scaffolding, cleaning up rubble and debris, removing asbestos, lead, and other hazardous waste materials

Higher level employees supervise, assign, and evaluate work of lower employees.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Construction Laborer **2210**

Employees at this level of the series perform physical labor on construction and maintenance work where some skill and experience are required. They work under direct supervision of a Construction Laborer Sub-Foreman, Construction Laborer Foreman or other designated supervisor.

A Construction Laborer typically performs any one or any combination of the following duties:

1. cleans and prepares construction sites to eliminate possible hazards (e.g., measures, marks, and records openings and distances to lay out areas where construction work will be performed)
2. erects and disassembles scaffolding, shoring, braces, traffic barricades, ramps, and other temporary structures
3. handles brick and block, mixes mortar, and stocks necessary masonry materials as required
4. digs and levels concrete beds, builds concrete forms for outside construction, pours and levels concrete, strips and removes forms, and cleans area when work is finished
5. assists in the repair and replacement of sewer lines; rods, brushes, and flushes lateral and side sewer lines
6. assists in excavation work by hand digging ditches or trenches, backfilling excavations, breaking out concrete or asphalt, compacting and leveling earth to grade specifications, and shoring and bracing underground excavation

7. assists the crafts by hauling materials to job sites and cleaning debris from work site
8. signals equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials
9. performs miscellaneous duties (such as placing barricades, installing sign posts, wrecking for remodeling projects, laying and leveling of asphalt, and drilling holes in concrete, and controlling traffic around work zones as directed)
10. performs other related duties as assigned

Level II: Construction Laborer Sub-Foreman**1860**

Employees at this level provide on-site supervision to Construction Laborers. They work under the general supervision of a Construction Laborer Foreman or other designated supervisor.

A Construction Laborer Sub-Foreman typically performs any one or any combination of the following duties:

1. supervises Construction Laborers at the job site, ensuring that the work is performed accurately, within the established time schedule, and that safety procedures are being followed
2. schedules the delivery of necessary tools and materials to the job sites
3. assists the Construction Laborer Foreman or other designated supervisor in assigning and directing work as required
4. performs work of Construction Laborer as required
5. verifies and approves material charged out by Construction Laborers
6. acts for the foreman during his absence
7. checks time cards
8. performs other related duties as assigned

Level III: Construction Laborer Foreman**1620**

Employees at this level are responsible for the supervision and management of a Construction Laborer work force. They work under direction of a designated supervisor.

A Construction Laborer Foreman typically performs any one or any combination of the following duties:

1. supervises Construction Laborers and Construction Laborer Sub-Foremen, including recommending hiring, evaluating performance, and recommending discipline
2. coordinates work assignments (such as estimating cost and time complete work, scheduling and distributing work and equipment) and coordinates assignments with other areas

3. prepares and maintains records (such as work complete, time spent per project, costs, and materials used) in the Construction Laborer shop
4. provides suggestions and estimates to engineers for project planning through the interpretation of blue prints, sketches, and written or verbal instructions
5. ensures that safety procedures are followed
6. is accountable for the care, use, replacement, and repair of assigned tools
7. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Construction Laborer

2210

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One (1) year of experience in the use of tools and equipment commonly used by laborers in the construction trade (*examples of tools and equipment may include air hammer, concrete saw, and patent scaffolding, trench digging equipment, etc., and experience should include knowledge of asbestos removal/handling*)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Performing general physical activities – performing physical activities that require considerable use of arms, hands, and legs and moving the whole body such as climbing, lifting, carrying balance, walking, stooping, and handling of materials.
2. Building and construction – knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.
3. Equipment knowledge – knowledge of machines and tools, including their designs, uses, repair, and maintenance.
4. Basic knowledge of erecting scaffolding and rigging supports.
5. Working knowledge of safety procedures.
6. Written and oral comprehension – ability to follow read, listen to, and understand instructions.
7. Mathematics – knowledge of basic arithmetic.

Level II: Construction Laborer Sub-Foreman

1860

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three (3) years of work experience comparable to that gained at the Construction Laborer Level of this series or in other positions of comparable responsibility.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Building and construction – thorough knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures, and proficiency in using them.
2. Knowledge of safety procedures.
3. Supervisory ability.
4. Written and oral comprehension – ability to follow read, listen to, and understand instructions.
5. Mathematics – knowledge of basic arithmetic.
6. Working knowledge of computers and basic business software.

Level III: Construction Laborer Foreman**1620**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Five (5) years of work experience comparable to that gained in the Construction Laborer Sub-Foreman Level of this series or in other positions of comparable responsibility within this trade

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Thorough knowledge of safety procedures.
2. Written and oral comprehension – ability to follow read, listen to, and understand complex instructions.
3. Ability to read and interpret blueprints and sketches.
4. Mathematics – knowledge of basic arithmetic.
5. Supervisory ability.
6. Working knowledge of computers and basic business software.