

**PAY: 12.42**  
**FLSA: Non-exempt**  
**GRADE:101**

**LAURENS COUNTY, SOUTH CAROLINA**  
**JOB DESCRIPTION**

**JOB TITLE: GENERAL LABORER**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under close supervision, performs unskilled tasks in maintaining County-owned buildings and grounds, County roads and bridges, and other County facilities and infrastructure. Work involves assisting with construction, maintenance, and repairs, performing routine groundskeeping duties as assigned, and maintaining assigned tools and equipment. Reports to the assigned supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs unskilled maintenance work to support the operations of assigned division or department work may including but is not limited to general grounds maintenance, building maintenance, roads and bridges construction and maintenance, sign installation, storm drain maintenance, litter removal, etc.

Performs general manual labor tasks as required; performs labor in specialty areas as instructed, which may include but are not limited to carpentry and construction, painting, groundskeeping, road maintenance and repairs, landfill maintenance, sign/fence installation, etc.

Clears debris from County roadways and properties after inclement weather.

Assists in maintaining assigned trucks and equipment; performs cleaning, preventive maintenance and simple repair work as required.

May drive and operate trucks and other vehicles; operates various hand and power tools as necessary to accomplish tasks.

Performs duties in accordance with all department policies, procedures, and standards of quality and safety.

Assists co-workers with various duties as required.

Attends training, meetings, etc., as necessary to enhance job knowledge and skills.

Receives and reviews work orders.

Refers to policy and procedure manuals, equipment manuals, etc.

Operates a variety of vehicles and other equipment, which may include mowers, bush hog, back hoe, tractor, bob cat, wood chipper, grinder, packer, weedeater, edger, leaf blower, floor

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waxer/buffer, sprayers; uses hand and power tools, building maintenance and janitorial supplies, lawn care supplies, construction tools, ladders, card board baling equipment, etc.

Interacts and communicates with the supervisor, co-workers, other County staff, and the general public.

Attends meetings and training as required to enhance job knowledge and skills.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a junior high school diploma or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires medium to heavy work involving exerting up to 50 pounds of force on a frequent basis and exceptional dexterity and skill in operating machinery, tools and vehicles.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read equipment manuals, work orders and other simple documents. Requires the ability to prepare simple records, forms, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to use addition, subtraction, multiplication and division; may compute ratios, rates and percents.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using hand and power tools; to operate motor vehicles and lawn care equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the County as they pertain to the performance of duties of the General Laborer. Is able to learn and apply laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions. Has knowledge of the practices, methods, materials, tools, equipment and supplies used in maintenance activities. Is able to learn and perform assigned maintenance operations in accordance with policies and procedures, and standards of quality and safety. Is able to perform manual work requiring physical strength and agility. Is able to work effectively despite occasional exposure to heat/cold, odors, toxic agents/hazardous materials, noise, wetness, humidity, electric currents, machinery hazards, dusts, vibrations, working in confined and/or high spaces, working in heavy traffic areas, etc. Is able to safely use and maintain assigned equipment and tools. Is able to read and interpret simple materials pertaining to the responsibilities of the job. Has the ability to offer assistance to co-workers as required. Has the mathematical ability to handle simple calculations. Knows how to maintain effective relationships with personnel of other departments, co-workers and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

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**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**