

MAINTENANCE LABORER, 3112

Summary of Duties : Under direct supervision, does unskilled manual work; and does related work.

Distinguishing Features : An employee of this class performs work of a manual nature which requires no specialized knowledges, high degree of manipulative skill, or previous experience. Usually, an employee of this class works under close supervision. However, much of the work is of such a nature that when an employee learns exactly what the supervisor wants done, the employee can carry out a job without constant supervision.

Examples of Duties : Works as a member of a maintenance or construction crew engaged in such work as cleaning lots, digging and widening ditches, and cleaning culverts, catch basins, and sewers; does pick and shovel work in road patching, general repairing, and construction work; in a railroad construction or maintenance gang, tamps asphalt, lays ties, spikes rails, spreads rock, and grades dirt; loads and unloads materials, supplies, and equipment; helps to lay pipe and backfill holes and ditches; works as a flagperson at field locations;

Sweeps and polishes in a warehouse, material yard, garage, receiving or distributing station, or plant; assists in crating and uncrating materials and in moving heavy materials using hand trucks and dollies; assists with salvage operations by sorting, grading, stripping, dismantling, and burning insulation from materials; reclaims pipe and fittings by removing dust, rust, and scale in rattler machine; dispenses gasoline, oil, and materials as an incidental duty; mows lawn, cleans, spades, hoes, cuts weeds and brush, rakes, sweeps or otherwise clears litter from premises; performs guard duties as an incidental part of the work; may drive a light truck to pick up and deliver parts, materials, or equipment as an occasional duty; assists in changing tires;

Operates a small concrete mixer; assists in setting forms and subsequently stripping forms from concrete; operates such tools as concrete breakers and vibrators, air spades, air saws, chain saws, compressors, tapes, and jackhammers;

Loads and unloads garbage and rubbish; stores, loads, and sacks fertilizers; hand loads weeds, brush cuttings, wastes and debris;

Assists skilled and semiskilled craftworkers by hauling, carrying, holding, and lifting materials and equipment; cleans and maintains hand tools and small equipment including minor adjustments;

Receives, unpacks, examines and prepares watthour meters, instrument

transformers and other metering equipment for meter testers; verifies kilowatt-hour outreads on meters returning from field service; separates used meters as to condition, such as obsolete, defective, and beyond repair; cleans old transformers and metering equipment; delivers meters and metering equipment using hydraulic lift truck; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : General knowledge of construction and maintenance tools, materials, and methods; the ability to follow oral and written instructions; and the ability to read.

License : A valid California driver's license may be required.

Physical Requirements : Strength to perform average lifting up to 70 pounds and occasionally over 70 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand and finger dexterity with both hands involved in activities such as reaching, handling and feeling; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.