

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	<u>Class Title:</u> Laborer 5		<u>Class Code:</u> 004MC5
	<u>FLSA Status:</u> Non-Exempt	<u>Salary Schedule:</u> LTC 5	<u>Effective Date:</u> 10-25-13
	<u>Summary:</u> Incumbent works in an entry level position within the maintenance section of an agency and receives on-the-job and/or structured training to acquire skill needed to perform.		

Duties:

- Assists maintenance repairpersons or skilled tradespersons in setting up equipment and gathering necessary tools or materials;
- Assists in the cleaning and oiling maintenance on vehicles and equipment such as lawnmowers, tractors and chainsaws;
- Assists in general agency clean-up both on grounds and inside buildings;
- Assists in picking up trash, mowing grass, raking leaves, trimming shrubs, etc.;
- Assists in removing snow or sanding on a seasonal basis;
- Performs related duties as required.

Job Requirements:

- Basic knowledge of general grounds and equipment maintenance;
- Basic knowledge or the ability to learn simple maintenance procedures using lawnmowers, rakes, trimmers, shovels etc.;
- Basic knowledge of, and the ability to use, simple hand tools such as wrenches, screw drivers, hammers etc.;
- Ability to follow specific instructions.

Difficulty of Work:

Work is extremely routine in nature with specific instructions given by supervisor or higher-level laborer.

Responsibility:

Incumbent receives detailed instructions for each work assignment in the process of being trained to perform a variety of simple maintenance and repair duties. Work is performed under close supervision.

Physical Effort:

Work regularly involves standing, walking, reaching, stooping and occasional heavy lifting.

Working Conditions:

Work involves exposure to all kinds of weather. Incumbent is exposed to some danger of injury while lifting heavy objects and while operating equipment with moving parts.