

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

LABORER

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that perform routine and/or specialized labor work. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that perform semi-skilled manual and labor intensive work. Employees in this classification operate a variety of equipment and motor vehicles and are responsible for additional manual duties such as loading and unloading trucks, recycling or garbage collection/disposal, and assisting other maintenance, custodial, or grounds personnel, etc.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that spend the majority of time (more than 50%) performing groundskeeping duties and are more appropriately classified as Groundskeeper or Grounds Crew Lead.
2. Positions that spend the majority of time (more than 50%) cleaning an assigned area or building and are more appropriately classified as Custodian.
3. Positions that spend the majority of time (more than 50%) performing maintaining trees and shrubs and are more appropriately classified as Tree Pruner.
4. Positions that spend the majority of their time (more than 50%) maintaining cemeteries and are more appropriately classified as Cemetery Caretaker.

5. Positions that spend the majority of time (more than 50%) maintaining buildings and grounds and are more appropriately classified as Facility Repair Worker.
6. Positions that meet the statutory definition(s) of supervisor, management, and/or professional in s. 111.81(19), (13), and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

II. DEFINITION

LABORER

This is semi-skilled manual labor work. Positions allocated to this classification operate a variety of equipment and motor vehicles, assist in landscaping, assist in snow removal, and serve on a special events crew. Work is performed under general supervision.

Examples of work performed:

- Cut grass using power mower and hand tools.
- Plant, trim, and care for trees and shrubs.
- Fertilize, rake, seed, and water lawns.
- Collect and dispose of trash and/or recyclable material.
- Move furniture and assemble new furniture.
- Load, unload, and store supplies such as food, paper, and laundry.
- Move chairs, tables, desks, sofas, appliances, etc., using a hand truck and motor vehicle.
- Perform snow removal functions including operating trucks, tractors, and front-end loaders, and shoveling snow.
- Prepare land for seeding and planting, using hand tools and machine implements.
- Operate chain saws in clearing land and pruning trees.
- Operate snow blower, rotary broom, and salt spreader.
- Operate backhoe in digging trenches.
- Perform preventative maintenance to motorized vehicles such as maintaining proper fluid levels.
- Operates electric vehicles within tunnel systems (a.k.a. “tuggers”, “pushers”, etc.).
- Use and operate a variety of motor vehicle equipment.
- Assemble and take down equipment, bleachers, platforms, or staging for special events such as graduations, assemblies, concerts, etc.
- Perform maintenance or repairs on cleaning equipment.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 18, 2003, and announced in Bulletin MRS-SC-153 as a result of the Blue Collar Survey. The Laborer, Laborer-Lead and Laborer-Special classifications were abolished also as a result of this survey.

DLT
91300