

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Laborer 3		<b>Class Code:</b> 004MC3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> LTC 3	<b>Effective Date:</b> 9-5-14
	<b>Summary:</b> Incumbent performs a wide variety of routine seasonal tasks to assist in the maintenance of roads and grounds.		

**Duties**

- Performs support work for other skilled workers helping with such duties as setting up equipment and finding tools;
- Patches and seals cracks and joints in roads;
- Cleans storm drains, sewers, culverts or comfort stations;
- Aids in cleaning area after an accident;
- Paints curbs, crosswalks, signs or traffic control lines;
- Replaces damaged or fallen signs and reflectors;
- Trims around hedges and signs and cuts down and removes dead trees;
- Collects and disposes of trash and debris on grounds;
- Mows grass along road shoulder and right-of-way;
- Digs drainage ditches and drives and pulls posts;
- Operates snow removal equipment;
- Hauls gravel, black top or oil to construction sites and assists in spreading it;
- Acts as flagger along roads to warn motorists of road construction, detours or emergencies;
- Performs related duties as required.

**Job Requirements**

- Working knowledge of, and ability to apply, general maintenance practices;
- Ability to use simple hand tools and painting materials;
- Ability to operate a variety of trucks, tractors and equipment such as backhoes, pay-loaders, bush hogs and chain saws;
- Ability to obtain a valid chauffeur's license;
- Effectively communicate, both orally and in writing.

**Difficulty of Work:**

Incumbent must maintain knowledge of a variety of vehicles and equipment used in the maintenance of roads and grounds. Work involves performing a variety of moderately complex, standardized tasks requiring application of established procedures and guidelines.

**Responsibility**

Incumbent receives detailed instruction both before and during work and is supervised on a continuous basis. Incumbent follows standardized practices in performing duties. Caution must also be exercised in driving maintenance equipment.

**Personal Work Relationships:**

Incumbent has daily contact with other agency staff to discuss work assignments. Incumbent may have contact with general public in the course of performing assigned duties.

**Physical Effort:**

Incumbent is standing, bending or driving heavy equipment such as tractors or snowplows for moderate lengths of time. Incumbent also does considerable heavy lifting, shoveling and moving of gravel, sand and salt.

**Working Conditions:**

Incumbent works outside in all kinds of weather and is continually exposed to the dangers of fast-moving vehicles or injury from equipment used.