



**DATE:** September 15, 2016

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Revised Job Description for Laborer

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the job description for the position of Laborer to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Laborer job description was revised to update the definition, distinguishing characteristics, supervision received and exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards. The changes to the job description are intended to update the duties and required knowledge of the Laborer to current standards.

The changes to the job description are as follows:

#### **Laborer**

##### **Definition Section**

Added:

- "Under immediate supervision..."
- "...grounds keeping, and..."

Removed:

- "To..."
- "...and..."

##### **Distinguishing Characteristics Section**

Added:

- "...trainee..."
- "...Utilities and Environmental Services and/or Maintenance Services..."
- "...Groundskeeper I..."
- "...I..."
- "Incumbents may transition after gaining the knowledge, skills, experience and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher-level class."
- "Advancement from the Laborer class shall be in accordance with City policies and procedures, including Memorandum of Understanding provisions, and receiving recommendation for advancement from the respective Department Director."

### **Added Supervision Received Section**

Added: "Depending on assignment, immediate supervision is provided by a variety of classifications including Utility Worker, Utility Leader, Tree Trimmer, Groundskeeper I/II and other supervisory or management personnel."

### **Added Supervision Exercised Section**

Added: "None."

### **Added Essential Duties Section**

Added:

- "Maintains trees and..."
- "...Climbs and..."
- "...smaller branches with a chain saw. Lifts tree branches into..."
- "Assists in maintaining city grounds and surrounding areas."
- "Operates equipment including but not limited to a tractor with attachments such as mowers, lawn rollers, fertilizer spreaders, edgers and aerifier; rototiller, trencher, stump remover, dethatcher, and root saw."
- "...the..."
- "...preparation, repair and/or reconstruction..."
- "...sidewalks, curbs and gutters..."
- "...; assists in painting crosswalks, curbs and traffic lane markings."
- "...traffic signs, barricades, fencing irrigation lines..."
- "...and..."
- "Graffiti abatement by painting and pressure washing."
- "Performs related work as necessary."

Removed:

- "...preparation and repair..."
- "...sidewalks and curbs..."
- "Checks general condition of rodent poison. Lifts or hoists access covers. Checks blocks of poison to see if rodents have eaten the poison. Logs general condition of poison. Replace poison if necessary."
- "..."
- "...Pours chemicals into the sewer lines to dissolve and remove debris and materials which have clogged the sewer line system."

## **Job Related and Essential Qualifications Section**

### **Knowledge of:**

Replaced: “How to prepare” with “Preparation of”

Added:

- “Learn semiskilled and routine landscape work.”
- “Maintain and repair garden tools.”

Removed:

- “...; follow oral and written director; and accept constructive criticism.”
- “Ability to...”

## **Added Experience and Education Section**

Added: “Any combination equivalent to experience and education that could likely provide required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:”

**Added Experience: None**

### **Education:**

Added: “...(8<sup>th</sup>)...”

### **Added Licenses and Certifications:**

Added:

- “...with tanker endorsement...”
- “...California...”
- “...California Department of Public Health...”
- “...Water...”
- “...(2)...”
- “It is desirable that incumbents hired into the Collections Division obtain a CWEA Collections System Maintenance Grade I.”

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Removed: “...and/or a California Tanker Endorsement...”

**Removed OTHER REQUIREMENTS:** “Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet the requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of an emergency.”

## **Added Special Requirements Section**

Added: “Must be willing and able to work scheduled and emergency overtime and be available on call as required; must wear a uniform and protective clothing; must meet the requirements to use appropriate safety devices and/or equipment, which may include a self-contained breathing apparatus; may be required to serve as an Authorized Disaster Service Worker during the time of

an emergency. Essential duties require the mental and/or physical work environment: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 75 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.”

Removed: “Essential duties require the following mental and/or physical abilities and work environment: Work is mainly performed outdoors; exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year both day and night; ability to frequently stand and walk on uneven surfaces, bend, stoop, reach and handle equipment; ability to occasionally sit, kneel, squat, crawl, climb and twist; throughout the day able to lift, carry, push and pull up to 90 lbs; exposure to loud noises, moving objects, traffic, engine exhaust, sewer fumes, sewage, dust, confined and awkward space, chemicals, hazardous waste, herbicides and pesticides; read fine print on labels, manuals, maps and diagrams with no color deficiencies; normal or corrected to normal hearing is required for safety purposes; able to converse over the telephone or using a radio device and in person; able to drive vehicles; able to travel to various location within and outside of the City of Hayward.”

### **Probationary Period Section**

Replaced “6 months” with “One (1) year.”

### **FISCAL IMPACT**

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

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*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager