

# METRO

## Classification Description

<b>Title:</b>	Lead Laborer (temporary only)	<b>Bargaining Unit:</b>	LIUNA 483
<b>Class Numbers:</b>	4010	<b>Established:</b>	9/2010
<b>Pay Grades:</b>	413	<b>Revised:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>EEO Category:</b>	Service/Maintenance

### CLASSIFICATION DESCRIPTION

Function as a lead worker overseeing and coordinating the work of laborers and seasonal staff performing unskilled and limited semi-skilled maintenance and operational light and heavy manual labor, as well as perform such manual work. Duties depend on assigned Metro facility responsibilities as well as seasonal, program, setting, and other requirements. Work may be performed in hazardous locations at times and under inclement weather conditions.

### DUTIES AND RESPONSIBILITIES

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

1. Oversees, orients, trains and coordinates the work of laborers and seasonal staff. Ensures safe and proper completion of work.
2. Performs a variety of unskilled and limited semi-skilled work in the layout, construction, maintenance and repair of Metro facilities, which depending on assignment may include zoo grounds and facilities, boat ramps, campgrounds, trails forests, wilderness areas, picnic areas, playgrounds, amphitheaters, and other areas.
3. Mows, rakes, edges and trims lawns, operates small horsepower mowers and edger; waters and weeds lawns, shrubs and flowerbeds; assists in simple, routine garden work; assists in digging, balling and replanting trees and shrubs; cuts brush; applies herbicides; may operate chain saw under supervision to remove limbs, cut up downed trees or other simple cutting tasks.
4. Cleans and performs simple maintenance tasks in building areas, grounds areas and on equipment and apparatus; applies paint to surfaces such as benches, tables and buildings.
5. Prepares surfaces for replacement of asphalt; shovels asphalt paving mix; seals pavement cracks with asphalt; spreads sand on roads and paths; removes snow.
6. Sweeps litter, glass and leaves from roads, paths and other areas; loads refuse into vehicles or drop boxes; cleans gutters and roofs.
7. Performs miscellaneous duties around storage yards and buildings; patrols and cleans area; loads and unloads trucks; stores materials; checks tools in and out, cleans tools; washes and fills trucks with gasoline, uses pressure washing equipment to wash down areas.
8. Digs and backfills trenches and holes with hand tools for pipe repair and installation; assists in repairing leaks in water mains and services; assists in caulking joints, repairing valves, tapping mains, and cutting pipe; assists in repairing drinking fountains.
9. Sets up and breaks down canopies and related equipment for events.

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10. Replenishes supplies for building areas.
11. Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability. These duties include but are not limited to:
  - a. Maintaining positive relationships
  - b. Respecting diversity of ideas and perspectives of others
  - c. Demonstrating sustainable practices.
  - d. Assisting the public, public officials and other employees in a professional and courteous manner.
  - e. Developing safe work habits and contributing to the safety of self and co-workers.
  - f. Contributing to a positive team atmosphere.
  - g. Having regular and punctual attendance.
12. Perform assigned duties during an emergency situation.
13. Other duties as assigned.

### **JOB SPECIFICATIONS**

*(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

### **Job Preparation**

#### **Education and Work Experience**

- One year of experience in basic grounds and building maintenance or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities**

- Routine building and grounds maintenance, methods and practices
- Use hand and power tools applicable to the work
- Orient, train and lead the work of other staff
- Understand and follow oral and simple written instructions
- Apply Federal, State, local laws, regulations, and agency policies and procedures for respective field
- Use discretion with confidential and sensitive matters
- Fulfill Metro's employee values of Public Service, Excellence, Teamwork, Respect, Innovation, and Sustainability
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform all essential duties of the position

#### **Special Requirements**

- Successfully pass the background checks and screening requirements of the organization for this particular position
- Possess or the ability to secure, a valid driver's license

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#### **Tools and Equipment Used**

- A variety of hand and power tools and equipment such as pickup truck or other vehicle, power mowers, chain saws, edger, pressure washing equipment, and ladders

#### **Supervision**

- Supervision is received from assigned supervisor

#### **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather, and other adverse conditions. At the Oregon Zoo, work may be performed in close proximity to dangerous animals.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*