

# CLASSIFICATION SPECIFICATION

## LORAIN COUNTY

An Equal Opportunity Employer

**TITLE:** Laborer  
**CLASS NO.:**

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**JOB RESPONSIBILITIES:** Under general supervision, performs unskilled and semi-skilled labor in order to assist with the maintenance of county buildings, grounds or other county-owned property.  
Performs other related duties as required

**QUALIFICATIONS** (Coursework, training, work experience, or equivalent combination):  
Completion of ninth grade education, plus six (6) months of unskilled labor work experience.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**  
None.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Performs unskilled and skilled labor in order to assist with the maintenance of county buildings (e.g., vacuums, sweeps, and mops floors; empties waste receptacles; washes walls, windows, woodwork, mirrors, furniture, and equipment; dusts and polishes furniture; cleans and sanitizes restrooms; ensures restroom products are restocked; etc.).	1. <b>Knowledge of</b> (a) safety practices and procedures, (b) department policies and procedures,* (c) proper lifting techniques; <b>ability to</b> (d) carry out simple instructions in written, oral, or picture form, (e) deal with problems involving few variables within familiar context, (f) recognize safety warnings, (g) exert 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects, (h) travel to and gain access to work sites, (i) develop and maintain effective working relationships.

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Developed by Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43016

{2/10/2009 CLLORBC 00063851.DOC}

**DAS Approval**  
**Date** \_\_\_\_\_

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<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
	<p>2. Performs unskilled and skilled labor in order to assist with the maintenance of county grounds (e.g., shovels snow and spreads salt; mows grass; rakes leaves; picks up litter; sweeps sidewalks; trims bushes; etc.).</p> <p>3. Performs other laborer tasks such as moving and rearranging furniture, unloading supplies, cleaning the inside and outside of vehicles, etc.</p>	<p>2. <b>Knowledge of</b> (a), (b),* (c); <b>ability to</b> (d), (e), (f), (g), (h), (i).</p> <p>3. <b>Knowledge of</b> (a), (b),* (c); <b>ability to</b> (d), (e), (f), (g), (h), (i).</p>

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