



## Job Description

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<b>TITLE:</b> Temporary Laborer	<b>JOB CODE:</b> 5921
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> April 13, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> NO

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**Summary:** Under close supervision, serves as a laborer in the maintenance and new construction of County road projects including preparing, paving and patching roads and parking lots, cleaning ditches, removing and installing culverts and other roadway structures and clearing property.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs routine, unskilled, manual labor such as loading and unloading trucks and traffic control.
- Installs and repairs guardrails and fences.
- Builds bridges and culverts.
- Performs tasks requiring the use of a variety of hand tools and equipment such as picks, shovels, rakes, chain saws, jackhammers and similar items.
- Cleans, maintains and stores assigned tools and equipment.
- Operates heavy and light equipment only in a training capacity.
- Performs basic repair work of a routine and minor nature.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of methods, techniques, tools and equipment required by the work being performed.
- Knowledge of safety procedures common to the work being performed, including traffic control.
- Knowledge of safety equipment.
- Knowledge of basic vehicle and equipment maintenance procedures.
- Knowledge of County policies and procedures.
- Skill in following all safety procedures.
- Skill in following oral and written instructions and in working efficiently with crew.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in working independently and as a team member.

### Education and Experience

- High School Diploma or GED equivalent.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

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**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes standard hand and power tools.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____