



## Job Description

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<b>TITLE:</b> Temporary Laborer	<b>JOB CODE:</b> 5922
<b>DEPARTMENT:</b> Parks & Facilities	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> April 2007	<b>FLSA CLASS:</b> Labor/Trade
<b>UPDATED:</b> March 29, 2022	<b>WORK LOCATION:</b> Farmington, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under close supervision, serves as a laborer with the maintenance crew, assists with new construction projects, clean up and repair of McGee Park Facilities.

**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 general cleaning around McGee Park, weed removal and painting.
- Collects and hauls trash and debris from around County facilities.
- 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 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.
- 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:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_