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Class Specifications for the Class:

GENERAL LABORER III

Duties Summary:

Supervises a work crew and participates in the performance of a variety of repetitive, unskilled and semi-skilled manual work tasks in connection with the construction, maintenance or repair of roads, grounds, buildings and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the working supervisory level in the series.

This class differs from that of General Laborer II in that the General Laborer III, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual work tasks; the General Laborer II performs a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, other structures and equipment or performs refuse collection work involving continuous heavy physical labor.

Examples of Duties:

Plans work schedule, assigns work to crew; supervises and participates in cleaning ditches, gutters, culverts, siphons, manholes and drainage systems; supervises and participates in cutting grass, weeding, mowing lawns, cleaning sidewalks, highway shoulders, medial strips or other roadside areas; supervises and participates in trimming overhanging branches of trees on roads; supervises and participates in making minor repairs to buildings such as removing rotted and termite-infested boards; supervises and participates in collecting and disposing rubbish; supervises and participates in digging trenches and leveling sidewalk areas; supervises and participates in repairing and patching broken pavement, curbs and highway shoulders; maintains drainage ditches and siphons for proper drainage; supervises others in repairing guard rails, traffic signs, markers and wooden bridges; supervises and participates in widening, repairing and resurfacing wearing surfaces of highways; keeps records of work activities of subordinates and prepares periodic time and equipment reports; patrols the assigned section of highway during storms, watches for hazardous conditions such as mud, boulders, trees and other obstructions on pavement and removes same; marks danger areas when necessary; confers with superiors

concerning the progress of work assignments and the work performance of subordinates; may keep inventory of supplies and equipment used; may keep time records; may submit written reports of activities; and may operate a truck in transporting men and materials to and from jobs.

Minimum Qualification Requirements:

Experience and Training: Three (3) years of manual, unskilled and semi-skilled work experience; or an equivalent combination of experience and training.

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work, including safety practices.

Ability to: Operate and maintain simple construction and maintenance tools and equipment; deal effectively with subordinates and obtain good results from workers supervised; give and receive both oral and written instructions; plan, lay out, assign and review the work of other laborers; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an

adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class GENERAL LABORER III by the Department of Education Civil Service system.

DATE APPROVED: APR 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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Office of Human Resources