

## LABORER

### Position Summary

Under the general supervision of the Buildings/Grounds Supervisor, this position performs general labor for the Wisconsin Veterans Home Union Grove (WVHUG) to assist other staff in conducting daily functions and ensure an attractive presentation of the facility. The Laborer assists with all types of buildings and grounds maintenance work, to include general landscaping tasks as assigned. The position removes snow and ice, applies sand to roads, walkways and building entrances as need, mows grassy areas, and performs general landscaping maintenance. The Laborer also performs daily preventative maintenance on equipment and assists in repairing buildings, vehicles, machinery, and groundskeeping equipment and tools; loads and unloads supplies and equipment, and maintains inventories; moves and assembles furniture pieces and other equipment used at WVHUG; and sets up and rearranges public use areas and private rooms as needed.

### Time%    Goals and Worker Activities

#### 55% A.    Performance of General Labor

- A1. Operate portable gasoline-powered equipment as necessary.
- A2. Collect and dispose of trash and/or recyclable material.
- A3. Clean up spills and debris as needed.
- A4. Move furniture and appliances.
- A5. Assemble new furniture or other equipment as needed.
- A6. Load, unload, transport and store supplies, equipment and machinery.
- A7. Stock shelves and maintain inventories.
- A8. Help set up and rearrange private rooms as well as public spaces for daily and special use or special event occasions.

#### 25% B.    Assistance with Maintenance, Beautification, and Other General Services

- B1. Apply mulch around trees and shrubs and in flower beds.
- B2. Operate watering system to maintain WVHUG's park appearance.
- B3. Prepare and maintain turf areas throughout the facility by applying topsoil, seed and sod to repair damaged turf areas as necessary.
- B4. Mow lawns, trim and edge around flowerbeds, walkways, shrubs and trees.
- B5. Remove snow and ice from roadways, pedestrian walkways, and building entrances.
- B6. Apply sand and ice inhibitors as needed to ensure safety.
- B7. Assist in general building repair and preventative maintenance activities, such as: painting, calking, sealing, minor construction activities, cleaning, etc.
- B8. **Interact with members and the general public providing information and assistance as needed.**

#### 20% C.    Maintenance and Minor Repair of Buildings, Vehicles, Equipment and Tools

- C1. Assist with vehicle maintenance and minor repairs of buildings, etc.

- C2. Routinely inspect, clean and adjust equipment and tools.
- C3. Notify Buildings/Grounds Supervisor of unsafe or inoperable equipment.
- C4. Clean up debris, etc. to ensure clean appearance and safety of grounds, roads and walks.
- C5. Perform other equipment maintenance duties as assigned.

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

- 1. Ability to assist in a variety of general buildings and grounds maintenance operations
- 2. Ability to communicate effectively with coworkers, members and others encountered in the course of carrying out job responsibilities
- 3. Ability to work as a member of a team
- 4. Ability to work independently
- 5. Skill in responding to a variety of customer service needs
- 6. Knowledge of basic building and grounds preventative and routine maintenance techniques
- 7. Knowledge of general gardening and landscaping principles
- 8. Knowledge of institutional cleaning and sanitation techniques
- 9. Knowledge of proper and safe operation of various grounds vehicles and heavy equipment
- 10. Knowledge of safe lifting techniques and other occupational safety techniques
- 11. Skill in the safe use of a variety of hand and power tools
- 12. Ability to operate a hand truck or motor vehicle
- 13. Skill in computer use, including Microsoft Office Suite or similar applications and time reporting systems

Heavy manual labor, under all weather conditions

### **Special Requirements**

Must possess or be eligible to obtain a valid Wisconsin driver's license and the ability to meet the minimum standards for driving a state vehicle according to fleet management policies.