



U.S. DEPARTMENT of COMMERCE
Office of Human Resources Management

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Laborer 01

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NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

The incumbent performs a variety of duties involving physical labor.

II. MAJOR DUTIES AND RESPONSIBILITIES

Typical tasks include:

- 1) Opening and unpacking cardboard cartons and removing contents.
- 2) Lifting and moving light- to medium-weight materials, packages, and tools and placing them where directed.
- 3) Using a handtruck to move bulky but relatively light loads.
- 4) Picking up trash and paper from grounds and working areas.
- 5) Raking leaves, pulling weeds, and watering grass.
- 6) Performing cleaning duties, such as wiping dirt or grease from equipment and tools.

III. FACTOR LEVELS

Factor 1 - Skill and Knowledge

No job training or experience is required. However, incumbent must be able to understand simple instructions; use simple tools and equipment (e.g., rakes, handtrucks); be sufficiently mobile to work safely; and lift and move light- to medium-weight objects.

Factor 2 - Responsibility

Incumbent receives specific instructions for each task and is not required to decide or choose alternatives not covered by instructions. Supervisor checks work frequently if necessary.

Factor 3 - Physical Effort

Work requires light to moderate physical effort. Tasks typically require continuous moving, bending, stooping, and reaching; frequent lifting, carrying, dragging, or pushing of objects weighing up to 30 pounds; and occasional lifting and carrying of objects up to approximately 45 pounds in weight.

Factor 4 - Working Conditions

Incumbent works outdoors, normally with good weather, and indoors, with exposure to noise, drafts, dust, and dirt. Minor injuries (e.g., bruises, scrapes, and cuts) are possible.

Incumbent may be required to stand for long periods of time on hard surfaces.

THIS POSITION IS NON-EXEMPT FROM COVERAGE UNDER THE FLSA.

IV. UNIQUE POSITION REQUIREMENTS

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