CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 513.4

Job Title: **SEMI-SKILLED LABORER**

Pay Grade: 6

GENERAL SUMMARY:

Provides basic maintenance and repair to structures, facilities, and equipment to ensure a safe and clean environment.

RESPONSIBILITIES:

- Performs basic maintenance and repairs to structures, facilities, and equipment, i.e., housekeeping activities, fabrication and installations, routine cleaning and servicing of vehicles, and cement mixing and preparation.
- Operates power and hand tool equipment.
- Performs basic painting, roofing, carpentry, and plumbing activities.
- May operate vehicles to and from work locations.
- Monitors inventory control.
- Performs additional miscellaneous assignments as required.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract, and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required.

EXPERIENCE:
Six months of working experience are required.

LICENSE:
Must have a valid Texas Class C driver's license and comply with the City of Houston's policy on driving.

COMPLEXITY:
Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Laborer
Semi-skilled Laborer

Effective: October 1990
Revised: April 1992
Revised: July 2023