

## Event-On Call Laborer

PD No.:PD-968

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**POSITION DESCRIPTION INFORMATION**


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To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

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**POSITION INFORMATION**


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**Type of Action Requested:\*** New (Create a new Position Description)

**Internal Team:\*** ST-Landscape & Laborer Services - 44700

**Job Code/Employee Classification:\*** Laborer  
Job Code: 6223

**Classification Title:** Laborer

**MPP Job Code:**

**Position Number:** No position selected.

**CSU Working Title:\*** Event-On Call Laborer

**Salary Range/Grade:** 6223-RANGE A-Grade-1

**Reports to Supervisor:** Michael Chavez

**Reports To:\*** Grounds & Events Supervisor

**Campus:\*** Stanislaus

**Division:\*** Business & Finance

**College/Program:\*** Business & Finance

**Department:\*** Landscape & Laborer Services - 44700

**FLSA Status:** Non-Exempt

**Hiring Type:** Temporary

**Workplace Type (Exclude Inst Fac):**

**Pay Plan:** 12 Months

**Pay Plan Months Off:**

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**POSITION DESIGNATION**


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**Mandated Reporter:\*** Not mandated

**Conflict of Interest:\*** None

**NCAA:**  Yes  No

**Is this a Sensitive Position?:**  Yes  No

**Care of People (including minors) Animals and Property:** Yes

**Authority to commit financial resources:** No

**Access/control over cash cards and expenditure:** No

**Access/possession of master/sub-master keys:** Yes


<b>Access to controlled or hazardous substances:</b>	Yes
<b>Access/responsibility to personal info:</b>	No
<b>Control over Campus business processes:</b>	No
<b>Responsibilities requiring license or other:</b>	Yes
<b>Responsibility for use of commercial equipment:</b>	Yes
<b>Is this a Campus Security Authority (CSA):</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Serves a security function:</b>	
<b>Designated recipient for crime/misconduct reports:</b>	
<b>Significant responsibility for Student Activities:</b>	
<b>Significant responsibility for Campus Activities:</b>	
<b>Job Summary/Basic Function:*</b>	Under the general supervision of the Grounds & Events Supervisor, the incumbent will be responsible for providing general manual labor duties for the campus. Hours will vary.
<b>Minimum Qualifications:*</b>	<ul style="list-style-type: none"> <li>• Education: None required.</li> <li>• Experience: None required.</li> </ul>
<b>Required Qualifications:</b>	<ul style="list-style-type: none"> <li>• Ability to read and write at a level appropriate to the duties of the position.</li> <li>• Ability to follow verbal and written instructions to ensure safety.</li> <li>• Ability to perform regular strenuous manual labor.</li> <li>• Ability to safely move heavy items in excess of 50 pounds.</li> <li>• May require possession of a valid California driver's license.</li> <li>• A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be employed with the CSU.</li> </ul>
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"> <li>• Ability to use a variety of hand tools to dismantle and reassemble office furniture in a timely manner.</li> <li>• Ability to use a wide variety of powered equipment.</li> <li>• Ability to follow all safety procedures and guidelines.</li> <li>• Ability to work effectively both independently and as part of a collaborative team.</li> <li>• Ability to work actively to resolve conflicts; establish and maintain cooperative working relationships with staff, faculty, students and visitors using excellent communication and customer service skills.</li> <li>• Ability to precisely follow oral and written instructions and ability to organize work assignments to work effectively and efficiently.</li> <li>• Ability to adapt to changes in work environment and assignments.</li> <li>• Ability to operate a 5th wheel truck and trailer unit for waste management purposes.</li> <li>• Ability to dismantle office furniture using powered and non powered hand tools.</li> <li>• Ability to move/push 4 yard dumpsters.</li> <li>• Ability to pull out a 75 pound bag of trash or recycling receptacle.</li> <li>• Ability to work in adverse and fluctuating conditions.</li> <li>• Forklift certified.</li> <li>• Ability to operate the cardboard bailer.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Will be required to work weekends, evenings, graveyard shift and alternate schedule as required to meet the needs of the University.</li> </ul>
<b>License / Certification:</b>	<ul style="list-style-type: none"> <li>• California driver's license</li> </ul>
<b>Supervises Employees:*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>If position supervises other employees; list position titles:</b>	

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20%	MOVES: Move heavy objects and perform manual labor on campus using various moving equipment and tools; load and unload furniture, equipment, packing boxes, supplies and various materials as directed. Use a variety of hand tools to dismantle office furniture and reassemble in new location.	Essential
20%	SPECIAL EVENTS: Assist in campus event set up (tables, chairs, awnings, etc.) and breakdown to include preparation of site. Assist as required in all University ceremonies, concerts, events, functions and in emergency situations.	Essential
20%	RECYCLING: Remove recyclables from areas of central locations indoor and outdoor, prepare, deliver and pick up recycling containers at all campus events and for special site clean up. Organize, maintain and sanitize recycling containers, bins, vehicles, clean and maintain the Facilities Resource Center and baler site. Adhere to workflow continuity and recycle pickups and disposal schedule of bins from outside vendors. Responsible for safety of volunteers (student and alternate work program) working in support of the Recycling Program ensuring proper hygiene, weight handling, vehicle operation and accident prevention in general is adhered to. Operate cardboard baler, 5th wheel pickup truck with trailer and forklift.	Essential
20%	WASTE: Operate 5th wheel pickup truck and trailer unit collecting garbage and emptying trash cans, operate waste compaction system, cardboard baler, blower, forklift, pressure washer and backhoe. Move and relocate 800 to 1000 pound wheeled dumpster with and without assistance; requires pushing dumpster a distance of 50 feet at times.	Essential
10%	GENERAL CLEANING: General upkeep of campus buildings, performing custodial and grounds work as directed; cleaning assigned areas including removal of construction debris; cleaning gutters, culverts and other drainage structures, operate pressure washer, clean roadsides, streets and related outdoor and indoor areas; cleaning applicable equipment and assisting in other cleaning projects as assigned. Assist crafts and construction workers by performing unskilled tasks such as preparing work areas; performing rough repair work; tearing down structures, patching pavement, performing pick and shovel work.	Essential
5%	GROUNDS: Assist in grounds maintenance such as pruning, trimming and spraying, removing of undergrowth and debris, use of spade, hoe, rake or other equipment as assigned. Prepare and/or clean assigned areas.	Essential
5%	Other duties as assigned.	Essential

**SELECTION CRITERIA**

 There are no items to show

**Physical Mental and Environmental Demands**

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

**Physical and Mental Requirements**

<b>Bending:</b>	Constantly - Essential
<b>Climbing:</b>	Constantly - Essential
<b>Concentrating:</b>	Constantly - Essential
<b>Crawling:</b>	Occasionally - Essential
<b>Decision Making:</b>	Frequently - Essential
<b>Keyboarding and Mousing:</b>	Occasionally - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Constantly - Essential
<b>Lifting or Carrying up to 25 lbs.:</b>	Constantly - Essential
<b>Lifting or Carrying up to 50 lbs.:</b>	Constantly - Essential
<b>Lifting or Carrying over 50 lbs.:</b>	Frequently - Essential
<b>Performing Calculations:</b>	Frequently - Essential
<b>Pushing or Pulling:</b>	Constantly - Essential
<b>Reaching Overhead:</b>	Constantly - Essential
<b>Repetitive Motion of Upper Extremities:</b>	Frequently - Essential
<b>Sitting:</b>	Occasionally - Essential
<b>Standing:</b>	Constantly - Frequently
<b>Stooping Kneeling or Squatting:</b>	Constantly - Essential
<b>Walking:</b>	Frequently - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1  
Description:**

Move heavy objects and perform manual labor on campus moves using various moving equipment and tools; load and unload furniture, equipment, packing boxes, supplies and various materials as directed. Use a variety of hand tools to dismantle office furniture and reassemble in new location. Schedule may vary during event season to meet operational needs. Assist in campus event set up (tables, chairs, awnings, etc.) and breakdown to include preparation of site. Assist as required in all University ceremonies, concerts, events functions and in emergency situations. Schedule may vary during event season to meet operational needs.

Remove recyclables from areas of central locations indoor and outdoor; prepare, deliver and pick up recycling containers at all campus events and for special site clean up. Organize, maintain and sanitize recycling containers, bins, vehicles, clean and maintain the Facilities Resource Center and baler site. Adhere to workflow continuity and recycle pickups and disposal schedule of bins from outside vendors. Responsible for safety of volunteers (student and alternate work program) working in support of the Recycling Program ensuring proper hygiene, proper weight handling, vehicle operation and accident prevention in general is adhered to. Operate cardboard baler, 5th wheel pickup truck with trailer and forklift.

Operate 5th wheel pickup truck and trailer unit collecting garbage and emptying trash cans, operate waste compaction system, cardboard baler, blower, forklift, pressure washer and backhoe. Move and relocate 800 to 1000 pounds wheeled dumpster with and without assistance; requires pushing dumpster a distance of 50 feet at times.

**Other Physical and Mental Req No.1 Frequency:** Constantly - Essential

**Other Physical & Mental Requirement No. 2  
Description:**

**Other Physical and Mental Req No.2 Frequency:**

**Other Physical & Mental Requirement No. 3  
Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

General upkeep of campus buildings, performing custodial and grounds work as directed; cleaning assigned areas including removal of construction debris; cleaning gutters, culverts and other drainage structures, operate pressure washer, clean roadsides, streets and related outdoor and indoor areas; cleaning applicable equipment and assisting in other cleaning projects as assigned. Assist crafts and construction workers by performing unskilled tasks such as preparing work areas; performing rough repair work; tearing down structures, patching pavement, performing pick and shovel work.

Assist in grounds maintenance such as pruning, trimming, spraying, and removing of undergrowth and debris with the use of a spade, hoe, rake or other equipment as assigned. Prepare and/or clean assigned areas.

Other duties as assigned.

### Environmental Requirements

**Drive motorized equipment:** Constantly - Essential

**Excessive Noise:** Constantly - Essential

**Hazards:** Constantly - Essential

**Outdoor:** Constantly - Essential

**Elevated Work:** Frequently - Essential

**Extreme Temperature (hot or cold):** Constantly - Essential

**Indoor (Typical office environment):** Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

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**Other Environmental Requirement No. 1**

**Description:**

- Must be able to work in fluctuating temperatures and adverse weather conditions; potentially; hot, cold, wet, dusty, odorous and windy environment.
- Tight confined spaces with limited light.
- Long periods of standing, stooping and kneeling.

**Other Environmental Req No.1 Frequency:**

Constantly - Essential

**Other Environmental Requirement No. 2**

**Description:**

**Other Environmental Req No.2 Frequency:**

**Other Environmental Requirement No. 3**

**Description:**

**Other Environmental Req No.3 Frequency:**

**Other Environmental Requirements:**