

# JOB DESCRIPTION

## \_\_\_\_ PATERSON \_\_\_\_ BOARD OF EDUCATION

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**JOB TITLE:** Laborer / Helper

**REPORTS TO:** Supervisor of Trades

### **NATURE AND SCOPE OF JOB:**

The Laborer / Helper, under supervision performs varied types of manual and unskilled laboring work, and may drive a truck in connection with laboring work on occasion; does other related duties as required.

### **QUALIFICATIONS:**

The Laborer / Helper shall:

1. Have high school diploma or equivalent.
  2. Hold and maintain a valid driver's license with no serious violations.
  3. Have excellent integrity and demonstrate good moral character and initiative.
  4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
  5. Ability to read, write, speak, understand, and communicate in English, sufficiently to perform duties of this position.
  6. Provide proof of U.S. citizenship or legal alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
  7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
  8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodations pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 63-4A.4
  9. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 63-4A.4.
  10. Meet such alternatives to the Qualifications as the Superintendent may find appropriate and acceptable.
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## **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers or professional sources.
4. Employment interview.

## **EMPLOYMENT TERMS:**

The Employee Services Representatives shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Laborer / Helper responsibilities will include, but not be limited to the following:

1. Be able to perform manual tasks either alone or as a member of a Group and may be assigned to assist skilled trade workers in their daily work.
  2. Have the ability to perform heavy manual labor for prolonged periods of time under varying temperatures and climatic conditions.
  3. Have the ability to carry out prescribed instructions with limited supervision.
  4. Must be able to use tools and equipment needed to perform routine, unskilled labor tasks.
  5. Be able to follow safety precautions in the operation of assigned tools and equipment.
  6. Loads, lifts, and moves supplies, earth, wood, salt, gravel/stone, brick, pavers, furniture, and equipment and materials utilized by the trades.
  7. Cleans sewers, grease traps and other work of this nature.
  8. Sorts, piles, and cleans salvageable brick, stone, lumber, and metal work.
  9. May tamp and smooth asphalt pavement, fill pot holes, lay paver block, heavy timber, landscaped ties etc.
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10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Protect confidentiality of records and information gained as part of exercising professional duties, and use discretion when sharing any such information within legal confines.
13. Adhere to federal statutes and regulations, New Jersey law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the District Business Administrator, and not otherwise prohibited by law or regulation.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION

The Executive Director of Facilities or his designee shall evaluate the Laborer / Helper in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date