

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Helper - Manual

**Class Code:** 5000

**Pay Grade:** 101

**GENERAL CLASS DESCRIPTION:**

Under direct supervision and instruction, performs routine, unskilled manual labor to assist in a temporary capacity (no more than 780 hours per fiscal year) in buildings, grounds, workshops, conferences, camps and other special events.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Assists with moving, loading and unloading materials, supplies, equipment, and furniture.
2. Perform limited maintenance of grounds including raking leaves, pulling weeds, digging holes, picking up garbage, shoveling and other related duties.
3. Assists in the setup and tear down of events and conferences.
4. Assists in the clean up after events by collecting trash, cleaning tables, sweeping, mopping, and removing snow from entranceways.
5. Runs errands both on campus and away from the campus.
6. Assists with the routine cleaning and minor maintenance of buildings and equipment as needed.
7. Assists with the minor maintenance of grounds equipment and simple power equipment.
8. Assists with limited inventory support activities.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow oral and written instructions.
2. Ability to lift and move furniture and equipment.
3. Basic knowledge of standard cleaning techniques and supplies required.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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4. Ability to learn to perform a variety of unskilled tasks.
5. Ability to work outdoors under any type of weather conditions.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Ability to read, write and follow instructions.

H:(hr/classdes)5000

**REVISION EFFECTIVE: September 1, 2015**