



Skilled Laborer 2025

Test Information Guide for Candidates

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Skilled Laborer Test Information Guide Overview

Congratulations on your eligibility for the Skilled Laborer examination! The Personnel Board of Jefferson County (PBJC) is pleased that you are interested in a job as a Skilled Laborer within Jefferson County. This guide is designed to provide you with an overview of the Skilled Laborer position and provides valuable information that will allow you to be more familiar with the examination process. It is strongly recommended that you thoroughly review the information provided in this manual. A thorough familiarity with the examination process will eliminate uncertainty and reduce anxiety that can sometimes be experienced in testing situations.

PLEASE NOTE: This guide is designed to help you *prepare* for the examination. Any referral or use of this guide or any unauthorized outside sources during the examination process is strictly prohibited.

Overview of the Skilled Laborer Position

Skilled Laborers work in the construction and/or maintenance of streets, roadways, drainage systems, utility lines, buildings, and other public facilities. The duties they perform require the use of power tools and mechanical equipment, which require set up, adjustment, and operational knowledge, skills, and physical abilities used in digging, excavating, cutting, and repair work. Skilled Laborers may operate trucks and other equipment for transporting personnel and tools to and from work sites and in loading, unloading, and moving materials. Work is primarily performed at outdoor worksites such as roadways and construction sites. Work may also involve the use of various hand tools such as hammer, screwdrivers, wrenches, etc. Workers may be exposed to weather conditions, such as extreme hot or cold temperatures, or other potentially hazardous conditions such as near roadway traffic, uneven terrain, etc.

Although not for everyone, a career as a Skilled Laborer is both challenging and rewarding. While actual duties may vary based on the jurisdiction and/or department of employment, below are examples of typical duties performed by Skilled Laborers in the Merit System.

- *Assists skilled craftsmen (e.g., plumbers, carpenters, painters, electricians) with repairs at city/county facilities by performing various tasks under their supervision, and responds to emergency calls and other miscellaneous duties when needed.*
- *Performs maintenance and improvement tasks at public parks, right-of-ways, and landscaped areas using appropriate tools and following established procedures including mowing grass, landscaping, removing debris, collecting trash, and cleaning and repairing city/county owned structures.*
- *Performs construction, maintenance, and repair work on sewer lines, storm drains, culverts, etc. using appropriate tools and following established procedures to lay pipes, dig trenches, clear storm drains, repair culverts and headwalls in order to complete work.*
- *Prepares for daily tasks by reviewing assignments and gathering all necessary tools and materials, conducting pre-trip inspections on all equipment, and loading and unloading equipment and materials in order to complete work.*

- *Performs repair and maintenance work on streets and sidewalks using appropriate tools and equipment and following established procedures to patch potholes, repair utility cuts, damaged sidewalks, and concrete in order to maintain these surfaces.*
- *Performs equipment maintenance tasks on tools and equipment following established procedures in order to ensure safe and proper storage of equipment.*

The Skilled Laborer job class is a Grade 12 position and is located in multiple jurisdictions within the Merit System, including the City of Birmingham, the Jefferson County Commission, and the Jefferson County Department of Health. Please note that salary ranges for this job will vary by jurisdiction and are subject to change due to cost of living adjustments. You can check current salary ranges at:

<http://www.pbjcal.org/employment/schedules.aspx>.

Overview of Competencies

This examination was developed as the result of an in-depth study involving Skilled Laborers currently employed in the Merit System. During this systematic process, data was gathered from both incumbents and their supervisors, and was analyzed in order to identify the duties and tasks critical for job success and the knowledge, skills, and abilities (KSAs) that are required to perform those duties. The KSAs were grouped into competencies. These competencies are the foundation for examination questions and exercises.

The following are examples of the competencies and KSAs that are being measured by the Skilled Laborer examination process:

- **Mathematical & Statistical Skills**
 - Skill in using basic mathematics (e.g., addition, subtraction, multiplication, division) to solve problems.
- **Physical Abilities**
 - Ability to perform general labor activities (e.g. digging holes, unloading and moving materials, cleaning).
- **Professionalism & Integrity**
 - Ability to work in an environment that requires strict adherence to instructions, standards, and/or procedures.
- **Self-Management & Initiative**
 - Ability to maintain awareness of safety procedures and practices in a variety of novel and everyday work tasks/situations.
- **Small Tool & Equipment Use**
 - Ability to determine safe operation of equipment based on given constraints or conditions.
 - Ability to determine the kind of tools and equipment needed to do a job.

- Ability to monitor gauges, dials, or other indicators to ensure that a piece of equipment or machine is working correctly.
- Skill in using hand tools to repair equipment.
- **Technical & Job-Specific Knowledge**
 - Knowledge of appropriate emergency procedures to use when there are problems with electricity, water, fire, gas or chlorine.
 - Knowledge of hand tools, including their designs and uses.
 - Knowledge of machines and tools, including their designs and uses.
 - Knowledge of power tools, including their designs and uses.
 - Knowledge of preventative maintenance practices and measures for small equipment and tools.
 - Knowledge of safety procedures when working in and around traffic.
 - Knowledge of the safety procedures for operating landscaping equipment and tools and while performing landscape care and maintenance to prevent injury to self and others.
 - Knowledge of traffic laws and regulations involved with heavy or construction equipment operations and transportation.
 - Knowledge of utility markings (e.g., company color codes and their meaning) as used to identify types of utility lines.
- **Technical Skills**
 - Ability to read and understand information presented in diagrams, blueprints, maps, specifications, or other pictorial displays.

Description of the Skilled Laborer Test

This section of the guide provides you with descriptions of the test components that you will complete during the Skilled Laborer examination. As previously mentioned, the examination was developed based on the job analysis data gathered from job incumbents and supervisors. Multiple methods were used for gathering job data including site observations, individual and group interviews/focus groups, and job analysis questionnaires. This process helped to determine the critical duties, tasks, and KSAs for the Skilled Laborer position. The examination is designed to assess the KSAs that were deemed important and needed on day one of the job.

Test Description

The Skilled Laborer exam consists of two components. The first component will be a 40-question multiple choice test designed to measure the competencies listed in the previous section. The second component will be a 20-question willingness and experience component that will ask you about your prior work experience. You will mark your answers on a scantron style answer sheet. Both of these components will be read aloud and presented to you on video

monitors. You will be given a set amount of time to answer each question. The test will take approximately one and a half hours to complete.

Test Administration

The exam will be administered Friday, March 9, 2025 at the **Personnel Board of Jefferson County**, located at 2121 Rev. Abraham Woods Jr. Blvd., Birmingham, AL 35203

Description of The Skilled Laborer Test Administration

As mentioned above, the Skilled Laborer examination will be a live test administration. You will receive an email invitation to register for a testing session from the Personnel Board of Jefferson County.

For issues related to test sign up, please contact Becky Lopez at becky.lopez@pbjcal.org or 205.279.3562 or Sarah Freed at sarah.freed@pbjcal.org or 205.279.3599.

Items you will need to complete the exam

- A valid driver's license or other government ID with a picture.

PROHIBITED ITEMS – You CANNOT use the following items during the test:

- Cell phones or other electronic devices including radios, smart watches, tablets, Bluetooth devices, MP3 players, e-readers, pagers, etc.
- Pre-made notes or test guides
- Books or other reference materials

How to Prepare for the Skilled Laborer Test

✓ Read the study materials thoroughly.

This Test Information Guide has been provided to you to help you prepare as much as possible for the various components of the Skilled Laborer exam. This guide can provide some insight into the testing process, what to expect when completing the exam, as well as the job duties, knowledge, skills and abilities that are important for the job(s).

✓ Use the restroom prior to starting the exam.

Ensure you use the restroom before you enter the test administration room. Once the exam begins, any time taken to use the restroom will count against your test time and cannot be made up.

✓ Read all instructions.

Pay close attention to all instructions provided during the test. You want to make sure you are performing the tasks correctly.

Test Scoring & Results Notification

The final score of passing candidates will be placed into a rank-ordered list.

Once the analysis is complete, you will be notified of your score by email. When you receive your test score notice, it will include your final score on the exam as well as your preliminary rank. This rank is tentative and may change if there is any change to candidates' scores during the appeal period.

Four (4) business days from the date the score notices are emailed constitutes the appeal period for this examination. If you have any questions about your test score or rank, please contact the staff member listed in the results email. If after speaking with this staff member you still have concerns about your test score, you may submit a written appeal, via email, to the Personnel Board Director outlining your concerns. All appeals are treated seriously and reviewed thoroughly before making a determination. Appeals related to the content of the test, however, are not considered. Procedural matters related to test administration, assessment, or score calculation are legitimate areas for appeal. To be considered, an appeal must be received at the Personnel Board offices by the appeal end date listed in the notice. Appeals received after this date will not be considered.

If you successfully pass the exam, your name will be added to an eligible register of candidates. Your name will be placed on the list, in rank order, according to your score on the exam. Names are sent to departments with vacancies throughout the Merit System according to rank on the test. (Keep in mind that your rank will improve as other individuals are selected and hired off of the eligible register.) The Skilled Laborer register stays active for approximately one (1) year. If, during that period, you would like to see if your rank has changed, you may call our Applicant Services department at 205.279.3500.

The various jurisdictions for which there are openings for Skilled Laborer may wish to conduct further selection procedures to review candidates. After the eligible register has been released to these jurisdictions, you may be contacted to participate in the jurisdictions' secondary selection processes.

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact any of the individuals listed below.

Content Related Questions

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ADA Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact Jim Austin at 205.279.3462 or at jim.austin@pbjcal.org by Thursday, May 8, 2025.