100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005522

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Laborer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005791 Administrative Officer 1

☐ Permanent ☐ Temporary ☒ Intermittent

☐ Classified ☒ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 06

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE: Laborer

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Performs general labor indoors: pulls, pushes, lifts or otherwise moves furniture (e.g., desks, tables, chairs, bookcases, credenzas, workstations) weighing up to 100 lbs.: takes down & installs work stations; sets up tables & chairs for meetings & special events; assists in managing recycle area to include breaking down & disposal of recycle cardboard & lights; performs routine custodial duties (e.g., sweeps, mops, applies wax with mop, cleans windows & walls, cleans storage cage areas & warehouse aisles with walk behind floor scrubber); responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of (1) safety practices & procedures related to general maintenance & manual labor*. Skill in (2) use of cleaning tools, supplies, & equipment (e.g., scrubber). Ability to (3) carry out simple instructions; (4) recognize unusual or threatening conditions & take appropriate action; (5) recognize safety warnings; (6) work alone on most tasks; (7) cooperate with co-workers on group projects; (8) demonstrate strength to lift up to 100 lbs.; (9) respond to systems emergency situations on 24X7 basis; (10) carry cell phone or wear pager.
30	Performs grounds keeping & general labor outdoors: cuts grass, weeds, trims shrubs, plants flowers; removes snow & ice from sidewalks using shovel or snow blower; applies ice melt; loads & unloads trucks; hauls trash; assists in cleaning & maintaining all areas of warehouse & loading dock; repairs fences; assist in concrete pouring & asphalt patching; digs ditches & holes; operates Billy Goat vacuum cleaner outdoors to pick up leaves & debris from sidewalk & parking lot.	Knowledge of 1* Skill in 2, (11) operation of maintenance tools & equipment (truck, lawn mower, tractor, trimmers, snow blower, power washer, Billy Goat vacuum cleaner). Ability to 4, 5, 6, 7, 8, 9, (12) obtain & maintain valid driver's license.
	This position has been designated as essential.	*developed after employment.

JOB CODE 12513

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 11/2/10

Appl 11.2.10 (aw)