100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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

POSITION NUMBER 20005719

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Laborer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005765 Building Maintenance Supervisor

☒ 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: 3:30pm – 12:00am Report in location subject to change

JOB CODE TITLE: Laborer

JOB CODE: 53811

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	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.	Knowledge of (1) safety practices; (2) cleaning practices & procedures; (3) customer service. Skill in (4) use of cleaning tools/supplies; (5) general maintenance & manual labor procedures & use of associated tools/equipment; (6) operation of buffer. Ability to (7) carry out simple instructions; (8) recognize unusual or threatening conditions & take appropriate action; (9) recognize safety warnings; (10) work alone on most tasks; (11) cooperate with co-workers on group projects; (12) demonstrate strength to lift up to 100 lbs.; (13) read & understand MSDS sheets & chemical container labels; (14) operate maintenance & landscaping tools & equipment (e.g., snow removal equipment, lawn equipment, trimmers, Billy Goat vacuum)
25	Performs routine custodial duties: sweeps, mops, & dusts; empties recycle bins; puts away custodial supplies; cleans supply rooms; uses germicidal cleaners & disinfectants to clean rest rooms; washes rest room walls, ceilings, floors, sinks, toilets & countertops; polishes mirrors & glass; replenishes soap, toilet paper & paper towel dispensers; operates vacuum cleaner for purposes of incidental clean up; replaces plastic trash can liners.	Knowledge of 1, 2, 3 Skill in 4, 5 Ability to 7, 8, 9, 10, 11, 14
25	Performs general labor outdoors: removes snow & ice from sidewalks using a shovel or snow blower; applies ice melt; performs lawn maintenance (e.g., cuts grass, trims, weeds, trims shrubs, plants flowers); loads & unloads trucks; hauls trash; assists in cleaning & maintaining all areas of loading dock; cleans debris from sidewalk & parking garage; operates outdoor vacuum to pick up leaves & debris.	Knowledge of 1, 2, 3 Skill in 4, 5 Ability to 7, 8, 9, 10, 11, 14

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 10/1/10

Appl 10.1.10 (a)