# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106495

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

POSITION NUMBER 20005784

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Laborer | See Table of Organization |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☒ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 06<br>Page 1 of 1 |

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 CODE TITLE: Laborer

JOB CODE: 53811

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | 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, work-stations) 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.<br>Skill in (2) use of cleaning tools, supplies, & equipment (e.g., scrubber).<br>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<br>Skill in 2, (11) operation of maintenance tools & equipment (truck, lawn mower, tractor, trimmers, snow blower, power washer, Billy Goat vacuum cleaner).<br>Ability to 4, 5, 6, 7, 8, 9, (12) obtain & maintain valid driver's license. |
| | | *developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Jeffrey Westhoven/cc | 12/13/12 |

Appl 12·13·12 (AR)