100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106470

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

POSITION NUMBER 20005795

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Laborer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005756 Building Maintenance Superintendent 2

☒ 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 am TO: 4:00 pm

JOB CODE TITLE: Laborer

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, 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).	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.
30	Performs groundskeeping & 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; assists 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, (9) operation of maintenance tools & equipment (truck, lawn mover, tractor, trimmers, snow blower, power washer, Billy Goat vacuum cleaner). Ability to 4, 5, 6, 7, 8, 9, (10) obtain & maintain valid driver's license.

*developed after employment

JOB CODE 53811

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 10/5/09

appl 10-8-09