

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005795	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Laborer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005783 Administrative Officer 1	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent		<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 06  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 and work hours subject to change				

**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); 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.

\*developed after employment.

JOB CODE 53811	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhonen/ea</i>	4/25/12

Appl 4.20.12 (aw)