

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106460

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005797

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 Classified Overtime: Eligible Exempt Bargaining Unit 06
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m.

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 Skill in (2) use of cleaning tools/supplies; (3) general maintenance & manual labor procedures & use of associated tools/equipment. Ability to (4) carry out simple instructions; (5) recognize unusual or threatening conditions & take appropriate action; (6) recognize safety warnings; (7) work alone on most tasks; (8) cooperate with co-workers on group projects; (9) demonstrate strength to lift up to 100 lbs.
30	Performs grounds keeping & general labor outdoors: cuts grass, weeds, trims shrubs, plants flowers; removes snow & ice from sidewalks using a shovel or snow blower; applies ice melt; loads & unloads trucks; hauls trash; assists in cleaning & maintaining all areas of the 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, 3, (10) operation of (truck, lawn mower, tractor, trimmers, snow blower, power washer, Billy Goat vacuum cleaner) Ability to 4, 5, 6, 7, 8, 9
This position has been designated as essential.		*developed after employment

JOB CODE TITLE
Laborer

JOB CODE
53811

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/aa 8/4/09

apd 8-10-09al