

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

POSITION NUMBER 20005798	<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 20005791 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: 7:00am TO: 4:00am Report in location subject to change			
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		
JOB CODE 53811	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ea</i>	
			DATE 10/25/10	

Cypd 10-26-10 (aw)