

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Laborer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005759 Building Maintenance Supervisor

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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 the 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 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 and parking lot.	Knowledge of 1 Skill in 2, 3, (10) operation of (truck, lawn mover, tractor, trimmers, snow blower, power washer, Billy Goat vacuum cleaner) Ability to 4, 5, 6, 7, 8, 9

POSITION NUMBER
20073147

JOB CODE TITLE
Laborer

JOB CODE
53811

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhorne/ce

12/6/07

apd 12-13-07 ax