

LABORER

General Summary

Under the supervision of the General Superintendent, performs a variety of janitorial functions to maintain the garage, maintenance garage, and administrative offices. Vacuums, mops, strips and waxes floors. Washes windows. Stocks, and maintains custodial supplies. Operates automobile, pickup truck, light mower, lift truck, fuel delivery truck, and flat rack trucks [10,500 GVSR or less]. Operates truck to pick-up and deliver parts and materials.

Essential Functions

1. Mops, strips and waxes floors. Performs spot cleaning of carpeted surfaces.
2. Operates steam cleaner and performs spot cleaning, bonnet cleaning and extraction on carpeted surfaces.
3. Stocks and maintains the inventory of custodial supplies.
4. Moves furniture to set up rooms for meetings.
5. Operates truck for pick-up and delivery of parts and materials. Places parts on shelves. Operates forklift to unload supplies and equipment.
6. Empties wastebaskets and removes other debris from offices. Cleans baskets and changes liners. Removes trash from buildings.
7. Uses vacuum cleaners and hand carpet sweepers.
8. Cleans and disinfects sinks, stools and other fixtures. Cleans and polishes drinking fountains, mirrors and chrome fixtures. Stocks restroom with towels, tissue and soap.
9. Maintains facility grounds by mowing grass, trimming shrubs, planting flowers and shrubs, edging walkways, and spreading mulch.
10. Uses snow blowers and shovels to remove snow from walks and steps. Spreads salt on icy surfaces.
11. Performs minor maintenance tasks such as replacing light bulbs, unplugging plumbing fixtures, and related tasks. Checks sump pump operation regularly.
12. Washes windows, both inside and outside.
13. Washes and cleans vehicles and equipment.

Other Functions

1. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent.

Experience: Prefer some prior custodial and/or general maintenance experience.

Other: Prefer someone with a valid CDL with A & N endorsements or in the process of obtaining one.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Walks over uneven terrain to remove snow and perform grounds maintenance.

Ability to operate motor vehicles.

Climbing ladders in order to replace light bulbs and clean windows.

Ability to lift, push and pull office furniture and equipment.

Ability to lift and carry bags of trash and supplies and equipment weighing up to 50 lbs.

Lifting and reaching ability to remove and replace parts.

Ability to operate power cleaning equipment.

Ability to reach and clean all areas of buildings and fixtures.

Walking throughout all areas of various Road Commission buildings.

Bending, stooping and crouching in order to clean various fixtures.

Exposure to chemical cleaning fumes.

Ability to travel to various locations for pick-ups and deliveries.

Working Conditions:

Works in cramped positions to perform some cleaning tasks.

Exposure to various chemical cleaning products.

Works in restrooms and all other areas of buildings.

Works outside in varying weather conditions.

Exposure to environmental allergens such as grass, weeds and pollens.