

POSITION TITLE: LABORER
DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Public Works Supervisor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: _____

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for minor maintenance of City buildings and surrounding properties.

JOB RESPONSIBILITIES

- Cleans and sanitizes restrooms
- Empties trash receptacles
- Replenishes supplies
- Washes windows
- Mops floors
- Bufs floors
- Replaces burnt out light bulbs
- Rakes leaves
- Removes snow and ice from sidewalks
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger/handle/feel, reach with hands/arms and lift up to 10 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Ability to operate electric floor buffer
- Knowledge of cleaning chemicals and proper dilutions for mixing them
- Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to set goals and develop strategies and schedules for meeting them
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects

Cognitive Skills

- Ability to identify problems, recognizing symptoms, causes and alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to arrive at constructive solutions while maintaining positive working relationships

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed indoors, but occasional outside work is also required; incumbent works with vibrating equipment up to 2/3 of the time.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

High school diploma or equivalent; one to six months of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.