

LABORER/JANITOR

City of COLERAINE

Approved by City Council: February 10,
2020 Council meeting.

Title: Laborer/Janitor

Department: Public Works

Immediate Supervisor's Title: Public Works Supervisor

Purpose

Performs manual work in cleaning/maintaining assigned buildings and supporting other public works tasks related to the maintenance of streets, parks/trails, and water/sewer systems. Time spent is equally split between janitorial tasks and laborer duties.

Organization Relational Relationships

Reports to: Public Works Supervisor, Clerk-Treasurer, Librarian

Communicates with: *Internally* – Deputy Clerk and other public works employees;

Externally – some local suppliers/vendors for cleaning and other building supplies

Supervises: None

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to:

Keeps supervisor informed of all pertinent matters.

Maintains library, City Hall, Longyear Park and Pavilion, Outdoor rink and warming shack, band shell, beach and beach house, Log Church, public works garage, and any other City owned property.

Performs routine inside cleaning and maintenance: cleans and sanitizes all restrooms, empties garbage, cleans/dusts/washes/waxes/vacuums floors, changes light bulbs and filters, refills toilet tissue/paper towels/soap, prepares cans and cardboard for recycling.

Performs routine outside cleaning and maintenance: cuts grass and trims weeds, cleans windows (including fire hall), washes steps and sweeps sidewalks, shovels snow, washes city equipment, organizes and updates tool room.

Checks calendar for events and performs appropriate cleaning and set-up.

Moves items as requested by Librarian, Clerk, or Deputy Clerk.

Makes minor repairs as needed.

Provides manual labor for public works activities.

Performs street maintenance tasks by putting up/taking down holiday decorations, patching/tarring streets, cleaning storm sewers, raking sod/leaves and removing trees, shoveling and hauling snow.

Assist with water and sewer maintenance by telling residents when water will be shut off for particular jobs, providing help to other employees on work site, cleaning up work site and tools.

Performs park/trail maintenance by cutting grass, watering flowers and trees, picks up litter, trims weeds around trees and flowers, trims trees and bushes, cleans toilets, and floods/maintains ice skating rink.

Other Duties and Responsibilities

Performs other related duties as assigned or apparent.

Required Knowledge, Skills, and Abilities

Ability to understand safety rules and regulations and follow applicable safety practices. Ability to operate a variety of tools and equipment such as vacuum cleaner, buffer, and lawn mower.

Ability to work independently and to initiate and complete work tasks without direct supervision.

Ability to work as part of a team when working with other public works employees.

Ability to exert moderate to considerable physical effort to perform the position's essential functions.

Ability to perform heavy manual tasks in numerous types of weather conditions.

Ability to pass a physical examination given by a physician.

Knowledge of common laboring tasks, methods, materials, and tools used in general maintenance work.

MINIMUM QUALIFICATIONS

High school graduate or equivalent. Ability to understand and follow oral and written instructions and work assignments. Ability to properly use cleaning chemicals and understand and follow safety precautions. Ability to obtain a Class B driver license. One year experience operating trucks and other light equipment.

PREFERRED QUALIFICATIONS

Possession of a Minnesota Class B driver license with airbrake endorsement. Experience in performing heavy manual labor tasks.

Working Conditions

Work involves routine exposure to irritants/fumes, hazardous chemicals, infectious diseases, vibrations, noise, and electric shock. May be exposed to temperature extremes and fire and smoke. Moderate to considerable physical effort is required involving many types of movement such as lifting, bending, twisting, pushing/pulling. Large and fine motor skills are necessary as well as the full range of senses. Enters and works in confined spaces.