

# **FACILITIES SERVICES LABORER**

## **(Range 106)**

### **DEFINITION**

Performs a diverse range of routine manual labor duties in support of the Facilities Department. Performs a variety of tasks related to transportation, warehousing, materials handling, janitorial services, vehicle maintenance, grounds maintenance and/or other related duties in accordance with the day-to-day requirements of the Facilities Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision and administrative direction from the Maintenance Field Supervisor.

### **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

#### **Essential Functions:**

1. Performs a diverse range of routine manual labor duties in support of the Facilities Department.
2. Loads, unloads and transports furniture, office and computer equipment as well as other materials between District locations throughout Clark County.
3. Operates a variety of vehicles including box trucks, cargo vans, pickups, trailers, etc.
4. Ensures personal, vehicle, and materials safety through proper transport, loading, and unloading procedures. Ensures that appropriate padding and straps are used to prevent damage.
5. Conducts moves, disassembles/assembles, and installs furniture, library shelving, modular office furniture and other equipment as directed.
6. Operates mechanical lift gates, mechanical platforms, pallet lifters, hand trucks, dollies and manlifts.
7. Assists Maintenance Technicians on work orders and projects as needed.
8. Sets up and removes tents, tables, seating and equipment for special events.
9. Maintains cleanliness, serviceability and minor maintenance of District vehicles.
10. Operates snow removal equipment and shovels snow and ice as required.
11. Drives in various weather and road conditions.
12. Ensures proper care and maintenance of equipment and supplies.
13. Adheres to safe work practices and procedures maintaining a safe environment for both patrons and staff.
14. Monitors, maintains and controls supplies and tools inventories.
15. Picks up parts and supplies from vendors.
16. Maintains and secures assigned tools and equipment.

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**Marginal Functions:**

1. Performs basic building maintenance duties as required.
2. Performs grounds maintenance duties as required.
3. Performs janitorial duties as required.
4. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Safe driving principles and practices.
2. Proper moving techniques.
3. The streets and freeways in Las Vegas as well as Clark County.
4. Warehouse management and material handling methods and procedures.
5. Basic maintenance of commercial building systems and components.
6. Basic vehicle maintenance.
7. Cleaning methods, supplies, and equipment.
8. Grounds maintenance techniques and requirements.
9. Parts and supply inventory management.
10. Pertinent Federal, State, and Local laws, regulations, and ordinances.
11. District terminology and functions.
12. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

13. Drive in various weather and road conditions.
14. Operate mechanical lift gates, mechanical platforms, pallet lifters, hand trucks, dollies and manlifts.
15. Operate a variety of vehicles including box trucks, cargo vans, pickups, trailers etc.
16. Accept and manage change and maintain flexibility.
17. Work under pressure and meet deadlines.
18. Climb ladders onto raised areas, as well as climb and work from man-lifts and scaffolding.

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19. Work in extreme heat and cold for extended periods of time.
20. Understand and follow oral and written instructions.
21. Exercise sound judgment.
22. Maintain professional relationships with those contacted during the course of work.
23. Perform multiple tasks concurrently.
24. Work quickly and accurately.
25. Understand and apply District and Department policies and procedures.
26. Work both independently and as part of a team.
27. Communicate clearly and concisely, both orally and in writing.
28. Maintain a safe driving record and provide a copy of said record every year.
29. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
30. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
31. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

32. The safe and efficient operation of vehicles.
33. The safe use of loading and unloading equipment.
34. The safe operation and maintenance of equipment and hand and power tools.
35. The use of personal computers and associated software.

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36. The use of basic office equipment.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience:**

High School diploma or GED equivalency required, AND one (1) year of full-time experience performing similar duties in conjunction with the safe operation of motor vehicles required; AND possess and maintain a safe driving record required.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, climbing ladders, and lifting, carrying, or moving moderately heavy (20 - 50 lbs) items and occasionally very heavy (100 pounds or over) items; the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, of such devices associated with equipment used to perform tasks required of the position.

Tasks require color perception, sound perception, texture perception, visual perception, odor perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions.

**License, Certificate, or Special Requirements:**

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**FLSA: NON-EXEMPT**

**CBA: NON-SUPERVISOR UNIT**

**DEVELOPED: MAY 19, 2014**