PO S I T I O N   D E S C R I P T I O N

Department: Facilities - Operations
Classification Title: Laborer – Facility Operations
Working Title: Laborer
FLSA Status: ☒ Non-Exempt ☐ Exempt
Incumbent:

PURPOSE:
Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under direct supervision by Support Services Manager, this position is responsible for the physical and environmental indoor/outdoor campus maintenance of buildings, roads, parking lots, lighting, utility transports, sidewalks, waterways, and landscape. The primary purpose of this position is in the performance of general, unskilled manual labor.

DUTIES AND RESPONSIBILITIES:
The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

- Move, transport, load and unload heavy objects such as furniture, equipment, materials and supplies.
- Assist in campus event set-up.
- Clean assigned areas including such activities as removing construction debris; cleaning gutters, culverts, and other drainage structures; power washing assigned areas; cleaning swimming pools, sidewalks, entry ways, stairways, interior and exterior windows; cleaning roadsides, streets and parking lots, and related areas; cleaning applicable equipment; and assisting in other cleaning projects.
- Remove and haul waste and recyclables from areas of campus waste stations, special events, and special clean-up sites.
- Assist crafts and construction workers by performing unskilled tasks such as preparing work areas, performing rough repair work, tearing down structures, patching pavement, performing pick and shovel work, and driving dump truck or moving equipment.
- Assist in grounds maintenance including such activities as pruning, trimming, and spraying trees and shrubbery; removing undergrowth and debris; and using a spade, hoe, or rake to prepare or clean assigned areas.
• Operate and perform basic preventive maintenance on appropriate hand and powered equipment and tools, materials and supplies.
• Respond to campus requests for electronic, oil, and chemical waste collections.
• Respond to hazardous materials spills with EHS staff and provide additional support to control/clean up indoor/outdoor spills.
• Assist in all aspects of campus zero-waste event set-up and tear-down.
• Assist in move-in/ move-out activities with University Housing.
• Aggregate confidential shredding materials in appropriate locations for centralized campus collection.
• Perform the full range of indoor/outdoor work including cleaning and disinfecting restrooms, locker rooms, and showers; replenishing supplies and responding to cleaning/spill emergencies.
• Safeguard assigned areas from unauthorized use and access by locking and unlocking doors and windows; equipment and related items; identifying and reporting equipment, supply and repair needs; and identifying and ordering necessary supplies and materials from warehouse.
• Prepare and submit labor cards and work orders.
• General knowledge of word processing, spreadsheets, databases, email and calendaring software and ability to use computers for work orders, timekeeping, training, and virtual meetings.

OTHER JOB FUNCTIONS
10%
• Perform other job-related duties and special projects as assigned.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:
EDUCATION AND EXPERIENCE: Any combination of training, experience, and/or education sufficient to demonstrate the required qualifications.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of a valid California Class C driver’s license or the ability to obtain by date of hire. This position may require the ability to obtain AHERA Supervisor certification for asbestos related work and Cal/OSHA Lead training as well as the ability to wear respiratory protection. A Cal/OSHA mandated medical evaluation is required prior to the use of a respirator: May be required to use a motor vehicle to transport and deliver heavy / large items.

REQUIRED QUALIFICATIONS (SKAs):
• Ability to perform regular strenuous manual labor and safely move heavy items in excess of 50 pounds.
• Ability to learn and apply safe methods for moving heavy objects such as tables, chairs, risers, trash cans, furniture, and other equipment for special events.
Must be able to work safely in an indoor and outdoor environment; exposure to moist or wet conditions, dust, chemicals, hazardous materials and blood borne pathogens, variances in temperature, noise, and equipment with moving parts.

Working knowledge of the common terminology, methods, practices, tools and procedures related to building and facility services.

Ability to respond to emergency situations and secure areas from safety hazards.

Demonstrated knowledge and understanding of safety in the work place and ability to observe, understand and apply safety practices and procedures.

Ability to operate fork lifts, hand and powered construction and custodial equipment, electric carts, utility trucks, tow trailers and various hand tools.

Working knowledge of standard custodial/housekeeping methods, procedures and practices including cleaning equipment, chemicals, and hazardous materials.

Demonstrated ability to maintain a high degree of confidentiality in relation to private offices, shred material, etc.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Ability to read, write and perform arithmetic calculations at a level appropriate for the position and follow verbal and written instructions.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers.

Ability to use tact and diplomacy to effectively handle a broad range of interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

PREFERRED QUALIFICATIONS:
Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SPECIAL CONDITIONS:
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Ability to work in outdoor areas where there is exposure to extreme elements, such as noise; dust, dirt, heat, cold, wind and rain.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA)

SIGNATURES:

INCUMBENT: I have read this position description and understand its contents.

<table>
<thead>
<tr>
<th>INCUMBENT NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

SUPERVISOR: I certify that all statements on this form are complete and accurate.

<table>
<thead>
<tr>
<th>IMMEDIATE SUPERVISOR</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

HUMAN RESOURCES USE ONLY

<table>
<thead>
<tr>
<th>Employee ID#:</th>
<th>REQUEST FOR:</th>
<th>CLASSIFICATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number:</td>
<td>Update Review for File</td>
<td>Classification Title: Laborer</td>
</tr>
<tr>
<td>FTE:</td>
<td>Classification Review</td>
<td>Class Code/Range: 6223</td>
</tr>
<tr>
<td>Permanent</td>
<td>New Position Recruitment</td>
<td>CBID: R05</td>
</tr>
<tr>
<td>Temporary</td>
<td>Replacement Recruitment</td>
<td>MPP Job Code: n/a</td>
</tr>
<tr>
<td>COI Position</td>
<td></td>
<td>Classifier Initials: AT</td>
</tr>
<tr>
<td>Recruitment Number:</td>
<td></td>
<td>Date: 4/15/2024</td>
</tr>
</tbody>
</table>