

LABORER II

The City of Harrisburg is accepting applications for the position of Laborer II in the Department of Parks, Recreation and Facilities, Facilities Maintenance Office. The Laborer II performs work of a routine and repetitive nature in maintaining the cleanliness, safety, and sanitary conditions in official City Government buildings. This position does grounds work and ice and snow removal as directed. This position also cleans statues outside Rev. Dr. Martin Luther King, Jr. Building. Employees in this classification report to the Facilities Director.

Qualified applicants must have a high school diploma or equivalent; a minimum of two (2) years previous janitorial experience; and experience with operating and maintaining commercial cleaning equipment.

We offer a competitive salary package (\$30,874.60 which increases to \$36,323.05 after six months) plus excellent fringe benefits.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

Grade 3

Laborer II
Department of Parks, Recreation and Facilities
Facilities Maintenance Office

GENERAL STATEMENT OF DUTIES:

This position performs work of a routine and repetitive nature in maintaining the cleanliness, safety, and sanitary conditions in official City Government buildings. This position does grounds work and ice and snow removal as directed. The Laborer II also cleans statues outside Rev. Dr. Martin Luther King, Jr. Building. Employees in this classification report to the Facilities Director.

JOB LOCATION/ EQUIPMENT:

Normally employees in this classification work in the two buildings which comprise the City Government Center, but may be assigned to work in any City Government building. Work in this classification involves the use of hand tools such as hammer, screwdrivers, hand saws, shovels, ladders (up to 8 feet), scaffolds (up to 8 feet), dollies, flat beds, brooms, and other miscellaneous tools. Employee works with various chemical products including strong detergents, mild acids, mild caustics, and drain cleaners. Employee may be exposed to dust, dirt, fumes and adverse work and weather conditions. Employee works in all building areas. Duties are typically performed weekdays in an 8-hour shift determined by the Director; however, employee may be required to work evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

Work involves but is not limited to the following: performs daily cleaning, minor repairs, trash removal, and outside clean-up of the City Government Complex. Runs vacuum cleaners on all carpet areas and cleans and mops using a 5 gallon bucket all tile floor areas. Removes trash (up to 50 lbs., mechanical assistance available for heavier weights) from all office areas to central trash locations. Cleans all rest rooms daily and understands the proper safety and cleanliness protocol. Lightly dusts, cleans windows, cleans fluorescent lenses, and changes light bulbs. Cleans all air vents. Unlocks and locks all exterior doors and some interior doors daily. Lock out elevators in PSB daily. Operates yard sweeper to clean garage areas and outside alleyways. Performs grounds work and ice and snow removal as directed. Unloads supplies up to 50 lbs. and various pieces of office equipment from trucks for storage and placement in City buildings. Performs inventory of cleaning and lighting supplies. Cleans walls and performs special cleaning procedures on brick work in Atrium. Does minor repair work on desks, filing cabinets, and toilets. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Delivers bulk materials throughout the building. Occasionally assists building maintenance mechanics with non-skilled tasks. Performs other reasonably related duties in equal or lower classifications as assigned by supervisory personnel. Performs work as directed by supervisors in accordance with Article XXX, Job Classifications, Section 1 provision of the Basic Labor Agreement.

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Laborer II

*Department of Parks, Recreation and Facilities
Facilities Maintenance Office*

REQUIRED KNOWLEDGE AND ABILITIES:

- Has an in-depth understanding of the proper chemicals to use in certain situations and all aspects of safety that are involved for both themselves and others.
- Knowledge of sanitary cleaning techniques.
- Ability to understand instructions in oral and written forms.
- Ability to perform manual work requiring physical dexterity and/or balance for extended periods of time.
- Understanding of the proper techniques to service and maintain carpet and any type of hard surface floor.
- Ability to be on call as needed.

QUALIFICATIONS:

High school diploma or equivalent.

Minimum of two (2) years previous janitorial experience.

Experience with operating and maintaining commercial cleaning equipment.