

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Dock Worker	<u>CLASS NUMBER:</u> 50210	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A1	<u>POSITION CONTROL #:</u> 032312
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Tuesday - Saturday 7:30 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Sustainability Foreman (032310)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Dock Worker classification is to receive and distribute inbound deliveries of materials and supplies purchased by county departments.

JOB DUTIES:

Collect and process materials (e.g. fiber, metals, pallets, and paper filters) for recycling, surplus and/or disposal from county agencies in various facilities within the downtown Government Complex, Municipal Court and outlying facilities. Load and operate compactor/baler as needed. Report need for dumpster, compactor, or other pickups or as necessary.

Keep dock, parking areas/garages, freight elevator lobbies, and work areas in a clean, orderly, safe condition (e.g. use power washer, sidewalk sweeper, etc.). During inclement weather, make sure dock area is free from ice and snow. As necessary, complete dock deliveries to the appropriate departments and agencies including necessary documentation. Make deliveries and pickups, in a variety of county vehicles as requested to outlying facilities. Disassemble/reassemble and move furniture, equipment and other materials as required for relocation and recycling.

Enter into workflow computer program labor and training data. Maintain and operate equipment and tools as necessary (e.g. dollies, barrel lift, pallet jack, etc.). Report items that must be sent for repair or are needed to complete tasks. Inspect division's vehicles and report any maintenance repairs that are required to foreman. Make sure that oil levels and window washer fluid levels are satisfactory and fill as needed. Log vehicle use. Fill gasoline tank as needed and maintain accurate record of gasoline purchases. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to carry out detailed but basic written or oral instructions; add, subtract, multiply & divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; cooperate with co-workers on group projects; demonstrate physical fitness; demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with six (6) months experience in dock work, material handling or commercial moving; or any equivalent combination of training and experience..

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date