

TEMPORARY CLERICAL, LABOR, AND SHELTER WORKER POSITIONS

Attachment D

WORKING TITLE	SUMMARY	PHYSICAL DEMANDS	MINIMUM REQUIREMENTS
Brats Driver (Non-CDL)	Operate vehicle, carry out pre-trip and post-trip inspections, and keep accurate reports concerning routes, passengers, vehicles and monies (fares).	Driver must be able to see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort passengers, observe passengers, lift a minimum of 50 lbs., and secure passengers and mobility devices.	20/40 vision or better with corrective lenses, ability to work different shifts, must be insurable. High School/GED Valid Driver's License
Brats Driver (CDL)	Operate vehicle, carry out pre-trip and post-trip inspections, and keep accurate reports concerning routes, passengers, vehicles and monies (fares).	Driver must be able to see, read, write, stand, walk, reach, pull, push, bend, turn, climb, escort passengers, observe passengers, lift a minimum of 50 lbs., and secure passengers and mobility devices.	Valid commercial Alabama Driver License with Passenger Endorsement, 20/40 vision or better with corrective lenses, ability to work different shifts, must be insurable.
Custodian	General cleaning and housekeeping duties.	Must lift, carry and move materials, equipment, and tools weighing 25 lbs. or more.	High School/GED preferred
Laborer	Performs routine manual labor which does not require a high degree of skill. May also drive trucks and light tractors that do not require a CDL.	Frequent lifting/maneuvering of heavy objects up to 50 lbs. and using tools requiring a high degree of dexterity.	High School/GED preferred Valid Driver's License, good MVR
Office Assistant	Entry level clerical, receptionist, typing, data entry and filing.	Typically require walking, pushing, pulling, lifting of up to 20 lbs. occasionally.	High School/GED Basic office principles Communications skills
Solid Waste Technician	Responsible for the collections of household garbage.	Ability to lift heavy garbage cans.	High School/GED Valid Driver's License
Detention Worker I	Highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions.	Ability to walk 1.5 miles in 30 minutes or less, stand for long lengths of time, Able to be outside in a variety of heat and cold conditions for up to 3 hours, drag, lift and pull a minimum of 50 lbs., must be able to rapidly respond, which may include sprinting, jogging, running to maintain safety of residents and staff. Bend, Kneel and squat repeatedly as needed	High School/GED Writing Skills to clearly and neatly complete reports, forms and logbook entries

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Building Maintenance Worker	Make repairs on plumbing, heating, cooling and electrical systems. Performs carpentry work as required. Perform emergency mechanical repairs as needed.	Bending, climbing, kneeling, squat, lift a minimum of 50 lbs., pulling, pushing	High School/GED Valid Driver's License Minimum of 3 years' experience in building maintenance Knowledge of plumbing, heating, air conditional and electrical systems Skills to understand mechanical reports, blueprints, and wiring diagrams Ability to inspect, diagnose problems, and complete repairs in a timely and effective manner Knowledge of basic carpentry
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SHELTER MANAGEMENT			
WORKING TITLE	SUMMARY	PHYSICAL DEMANDS	MINIMUM REQUIREMENTS
Head Shelter Manager	Ensure Ops Plan is followed, responsible for set-up and closing their shelter. Communicate with staff/evacuees	Lift up to 20 pounds Stay at shelter for duration of activation	High School Diploma/GED
Assistant Manager	Ensure Ops Plan is followed/communicate with staff/evacuees-help with logistics and registration	Lift up to 20 pounds Stay at shelter for duration of activation	High School Diploma/GED
Shelter Worker	Assist with shelter set-up, closing and registration. Communicate with evacuees and help meet their needs.	Lift up to 20 pounds Stay at shelter for duration of activation	High School Diploma/GED
Cafeteria Manager	Responsible for on-site food preparation. Ensure sanitary food handling procedures are followed. Keep track of supplies and food received and expended	Lift up to 20 pounds Stay at shelter for duration of activation	High School Diploma/GED
Cafeteria Worker	Assist cafeteria manager with on-site food preparation. Follow sanitary food handling procedures	Lift up to 30 pounds Stay at shelter for duration of activation	High School Diploma/GED
Custodian Manager	Responsible for ensuring cleaning operations are maintained to a safe and sanitary level. Keep track of cleaning supplies received and expended.	Lift up to 30 pounds Stay at shelter for duration of activation	High School Diploma/GED
Custodian	Responsible for assisting the Custodial Managers with ensuring cleaning operations are maintained to a safe and sanitary level.	Lift up to 20 pounds Stay at shelter for duration of activation	High School Diploma/GED
Interpreter	Responsible in assisting the shelter manager and staff with interpreting English to Spanish and Spanish to	Stay at shelter for duration of activation	Be able to interpret English/Spanish

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	English		
Bus Driver	Responsible for driving evacuees from a designated pick up point to a designated HUB.	Be able to drive for 8-12 hours a day.	Possess a valid/current CDL with passenger endorsement.