



## **JOB DESCRIPTION**

**TITLE:** Clean-Up Utility

**DEPARTMENT/DIVISION:** Utility

**SUPERVISOR:** Direct – Utility Supervisor

**POSITION DESCRIPTION:** The prime responsibility of Utility is to provide a clean working environment.

**ESSENTIAL /PRIMARY JOB DUTIES:** **Duties will include but not be limited to:**

1. Responsible for maintaining cleanliness throughout the facility.
2. Ensures that hoppers are emptied as required.
3. Use of skid steer to move materials as needed.
4. Responsible for rolling up air hoses and water hoses at the end of the shift.
5. Responsible for ensuring all tools, i.e., shovels, scrapers, pitchforks, etc. are returned to storage at the end of the shift.
6. Establish safe working practices and conditions and correct any unsafe methods that occur.
7. Responsible for being present and on time for work each day.
8. Responsible for complying with all work rules, including those that pertain to Safety and Health.

**OCCASIONAL/MARGINAL JOB DUTIES:**

1. Perform and all duties as may be required for the fulfillment of his/her responsibility.

**EDUCATION/EXPERIENCE:**

1. High School Diploma or Equivalent to advance.
2. OSHA Lift Truck Certification
3. OSHA Man lift Certification
4. OSHA Confined Space

**MANUAL/PHYSICAL SKILLS:**

1. Must be physically fit and capable of performing a variety of strenuous activities as outlined in essential/primary duties section.
2. Basic power tool knowledge, i.e., weed eater, blower, etc.

**COMMUNICATION SKILLS:**

1. Strong verbal/hearing skills required.
2. Grammar/written skills needed.

**HOURS OF WORK:**

Works Monday through Friday 7 am – 3 pm with additional overtime as necessary.

**PHYSICAL REQUIREMENTS**

1. Must be physically fit and capable of performing a variety of strenuous activities as outlined in essential/primary duties section.
2. Must be able to lift and carry at least 50 pounds.
3. Exposed to high noise and heat level environments.
4. Requires substantial walking and stair climbing.
5. Must be able to tolerate wood dust.

I HAVE READ AND UNDERSTAND THE ESSENTIAL AND MARGINAL DUTIES FOR THE ABOVE JOB DESCRIPTION AND ACKNOWLEDGE THAT I CAN \_\_\_\_\_ /CANNOT \_\_\_\_\_ PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMODATION.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

IF REASONABLE ACCOMODATIONS ARE REQUESTED, PLEASE LIST THE ACCOMODATIONS BELOW:

\_\_\_\_\_  
\_\_\_\_\_

10/17/14