

GVRC – UTILITY WORKER

GENERAL STATEMENT OF DUTIES: Performs a wide variety of general labor duties relating to inventory control and building and grounds maintenance, including but not limited to, stocking and distributing inventory, snow removal, lawn maintenance, material handling and janitorial duties; work is coordinated by the GVRC Maintenance Mechanic; performs related duties as required.

STATEMENT OF TASKS:

Maintains and organizes the central storeroom of the facility;
Maintains records of stocked items, including inventories, supplies ordered, received and distributed;
Orders items to replenish stock using appropriate procedures;
Unloads supplies and materials, and delivers them to appropriate areas;
Stocks supply closets;
Performs landscape maintenance using tractors with mowing deck, trailers, powered hand mower, gas and/or electric trimmers and blowers, landscape hand tools, spreaders, sprayers, edgers and chainsaws;
Performs minor building maintenance utilizing and maintaining equipment such as hammers, saws, screwdrivers, pliers, mops, brooms, window squeegees, measuring tapes, and powered hand tools such as drills, saws, and grinders, wet/dry vacuum cleaners, etc.;
Washes walls, windows, and performs other janitorial duties;
Removes snow and ice using tractor with plow, snow blower, truck with plow and hand tools and spreads salt by hand and spreader;
Performs minor maintenance on equipment;
Changes light bulbs in a variety of fixtures;
Moves furniture using approved methods and equipment;
Assists maintenance mechanics;
Paints building and grounds areas and equipment, and assists the painter;
Unclogs toilets and drains using approved methods including powered drain cleaners;
Makes agency runs on a regular basis to a variety of vendors.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and a working ability to use a variety of tools both hand and powered;
Knowledge of landscape maintenance;
Knowledge of and an ability to perform minor building maintenance functions utilizing required tools;
Knowledge of and an ability to perform minor equipment maintenance and repairs;
Ability to operate trucks and tractors for a variety of functions including landscape maintenance and snow removal;
Ability to recognize numerical and alphabetical sequences and perform routine mathematical computations;

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Ability to utilize PCs and associated software;
Ability to prepare required reports;
Ability to lift 70 pounds;
Ability to work with a minimum of supervision;
Ability to follow oral and written instructions;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Six (6) months of experience in building maintenance above the janitorial level and a valid Michigan Drivers License.

Established: July 10, 2002


Human Resources Director