

**Classification Title: Utility Worker**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Supports departments in the performance of general work which may be related to processing and delivering mail; maintaining inventory, supplies and warehousing surplus property; assisting with facility repair requests such as minor plumbing and welding, preparing equipment for use, heating and air conditioning repair and maintenance or vehicle repair and maintenance. Assists with related duties such as custodial, parts pick up or delivery of equipment or supplies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Receives and responds to work orders which could include plumbing, HVAC, electrical, supply or fleet maintenance or repair. Maintains or enters all work performed.
2	H	Orders and/or delivers supplies, surplus property, equipment or vehicles. Logs all information and secures items.
3	H	Cleans work area, supplies and equipment. Performs preventive maintenance on equipment and initiates repair requests.
4	S	Completes all paperwork on repairs and services.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	High school diploma
Experience	One year of experience in related field.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Intermediate
Math	Basic
Writing	Basic

CLASSIFICATION REQUIREMENTS	
Managerial	Receives immediate direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hand and power tools, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Various County facilities and sites.

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment