



HUMAN RESOURCES

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UTILITY WORKER

POSITION REFERENCE NUMBER: 11007-113

GENERAL FUNCTION

The position performs manual work in the custodial care of university buildings and parking facilities. In addition, this position will be required to provide support for university athletic events, as well as other events as required. Work is performed under the general supervision of the Facilities Specialist II and/or Facilities Specialist.

Maintenance coverage is 24/7 – 365 days/year and overtime may be necessary to accomplish work assignments and/or shift coverage. Vacations (PTO) approval may be limited during peak activity periods. This position may be required to work as scheduled during University closings.

RESPONSIBILITIES

1. Ability to perform all duties under Environmental Services Technician position, including but not limited to: operating equipment to strip, scrub, wax and refinish floors; clean carpets and upholstery; wash windows, door frames and walls; clean and service assigned areas; move furniture and complete set-ups and tear-downs for University functions and outside rental groups.
2. Performs custodial duties for campus parking facilities, building entrances, and other venues.
3. Collects and disposes of refuse and waste material from University facilities.
4. Performs light maintenance duties to include, but not limited to: replacing window blinds, drapes, ceiling tiles, adjusting closet doors, replacing dispensers, changing light bulbs, cleaning lens covers, furniture replacement from stock, minor painting, and furniture repair.
5. Provides event support by performing a variety of tasks as outlined under the Environmental Services job description.
6. Performs striping of parking lots road signs/markers and crosswalks. Responsible for detailed and accurate layout and lining of athletic fields.
7. Consistently makes proper decisions to ensure the work performed is completed in accordance with project guidelines set by management, and that the project is completed with a high degree of efficiency.
8. Receives and unloads delivery trucks.
9. Performs snow removal work by using hand tools to remove snow and ice from steps, walks and ramps; operates salt spreaders, tractors and trucks to remove snow and ice from walks, ramps, roads and parking lots.
10. Will drive on behalf of the University.

Other Job Responsibilities:

1. Maintains an acceptable attendance record and punctuality; meet deadlines; participate in training sessions and seminars.



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2. Maintains a functional awareness of typical hazards of the workplace as well as special hazards that may be encountered; follows established procedures for dealing with such potential hazards, promptly reporting all accidents or injuries to supervisor.
3. Responsible for adhering to all university and departmental policies, procedures, and safety regulations.
4. All other duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or GED is required.
2. Valid driver's license is required and ability to drive vehicles with standard transmission.
3. Experience in grounds maintenance/athletic fields preferred.
4. Ability to bend, stoop, lift, climb ladders or scaffold, remain standing and walking for long periods of time, ability to lift 50 pounds.
5. Must have the ability to receive work orders and follow orders verbally or in writing.
6. Must have the ability to work without direct supervision.
7. Must have the ability to work well with co-workers.
8. Must be able to work outside in all types of weather conditions, in unpleasant areas.
9. Must be able to clean spills of various substances such as body fluids or chemical substances. Must be able to deal with reactions to chemical substances.
10. Must be able to maintain an acceptable record of attendance, punctuality and meeting deadlines. Must be able to work any shift, at any campus location.
11. Must be able to work overtime, limit PTO (paid time off) during peak activity periods and work as scheduled during University closings when needed.
12. Must adhere to all University and departmental policies, procedures, and safety regulations.

OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **July 3, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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