



SHOP UTILITY WORKER JOB DESCRIPTION

Job Title: **Shop Utility**

Job Code: **MM200C**

Pay Grade: **Extra Help**

Effective Date: **June 2018**

FLSA: **Non-Exempt**

Revision Date: **June 2018**

NATURE OF WORK

A temporary position held within the Fleet Services Division of the Department of Public Works. Under close supervision, performs duties and maintains equipment in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs facility housekeeping, maintenance, and organization; general janitorial duties including restroom sanitization, maintain and stock wash bays, restrooms, breakrooms, and offices.
- Performs general maintenance, vehicle detail, and inspections on county fleet and rental vehicles; reports vehicle damage or maintenance issues.
- Serves as parts runner for Fleet Division and oversees building janitorial supplies and inventory.
- Operates county vehicles and miscellaneous hand tools in accordance with all safety regulations and procedures.
- Performs other labor assignments as needed.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed outdoors at maintenance facilities. Moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment.

EMPLOYMENT STANDARDS:

High School Diploma or GED equivalent; 18 years of age or older;
Valid driver's license.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.

- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Federal and state safety laws and regulations.

Skills in:

- Safe and efficient operation and maintenance of vehicles, light duty pickup trucks, flatbed trucks as well as miscellaneous hand held tools according to standard operating and safety procedures.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Following verbal and written instructions.