

JOB DESCRIPTION

Job Title:	<i>Utility/Janitor</i>	Department:	<i>Maintenance</i>
Job Code:		Grade or Level:	<i>NA</i>
Reports To (Title):	<i>General Manager</i>	Effective Date:	<i>8/10/17</i>

<p style="text-align: center;">JOB PURPOSE</p> <p><i>Essential intent of the job in a brief statement.</i></p>	<p>To assist the maintenance department with the upkeep of the fleet, shop and operations facilities as well as provide assistance with the documentation of activities related to vehicle maintenance, fuel, and parts inventories.</p>
<p style="text-align: center;">CRITICAL RESULTS</p> <p><i>Key outputs (normally consistent year to year) necessary to achieve Job Purpose.</i></p>	<ul style="list-style-type: none"> • Fleet clean interior. • Fuel accurately inventoried. • Clean work environment for all project staff including shop, lot, and operations office facilities. • Ability to accomplish work tasks with little supervision
<p style="text-align: center;">KEY RESPONSIBILITIES & ACCOUNTABILITIES</p> <p><i>List the <u>key responsibilities and accountabilities necessary to fulfill this position's basic purpose. These are the actions that must be performed to achieve critical results listed above.</u></i></p> <p><i>Identify which of these are “essential functions” with an asterisk (*) at the end of each statement. (Functions are considered “essential” if: the function takes a significant amount of the employee's time; elimination of the function would fundamentally alter the position; failure to perform the function would have serious consequences.)</i></p> <p><i>Indicate the approximate % of time spent on each (total should equal 100%).</i></p>	<ul style="list-style-type: none"> ◆ Fuel vehicles at various times of day. ◆ Vehicle interiors cleaned according to contract. ◆ Work area maintained according to OSHA and EPA regulations. ◆ Office, break and restroom areas cleaned and trash disposed of properly. ◆ Outside maintained of debris. ◆ Maintain adequate storage and accurate inventory of cleaning supplies required. <p># Direct Reports: 0</p> <p>Annual Budget:</p> <p>Key relationships / Peers: Vehicle Operators, Dispatchers/Reservationists, Road Supervisors, Operations Supervisors, General Manager, Maintenance Manager and Shop Staff</p>

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<p style="text-align: center;"><i>JOB REQUIREMENTS</i></p> <p><i>List required minimum education, years of experience and specific job related knowledge, skills & abilities required to perform the job.</i></p>	<p>Education: High School Diploma or Equivalent</p> <p>Experience:</p> <p>Knowledge, Skills, & Abilities: General knowledge of OSHA and EPA regulations related to shop and office conditions, must possess a valid driver's license for the local fleet type, ability to lift 50 pounds unassisted, general mechanical and/or carpentry skills. Ability to read and write and understand basic directions. Ability to work without direct supervision.</p>
<p style="text-align: center;"><i>PROBLEM SOLVING & DECISION MAKING</i></p> <p><i>Give examples of each that describe the "complexity" of the job, e.g. : technical complexity, scope or breadth of the job, etc..</i></p>	<ul style="list-style-type: none"> • • • •
<p style="text-align: center;"><i>WORKING CONDITIONS</i></p> <p><i>If applicable, indicate the % of time spent at other facilities, customer sites, driving in all weather conditions, and/or traveling domestically or internationally.</i></p> <p><i>List physical activities required on the job such as constant sitting, standing, pushing, climbing, sorting, walking and/or lifting up to XX pounds.</i></p>	<p>Primarily works in a field environment including automotive shop and office locations.</p> <p>Ability to work evening hours.</p> <p>Job requires the following physical activities: Bending, stooping, pushing, pulling, lifting.</p>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of individuals in the job..