



WAGNER EQUIPMENT CO.

Job Description

JOB TITLE: Utility Worker

DEPARTMENT: Service

REPORTS TO: Shop Manager

Job Code: 306

Full Time	<input checked="" type="checkbox"/>	Supervisory	<input type="checkbox"/>	Exempt	<input type="checkbox"/>
Part Time	<input type="checkbox"/>	Non-Supervisory	<input checked="" type="checkbox"/>	Non-exempt	<input checked="" type="checkbox"/>

POSITION SUMMARY

The Utility Worker performs general support and housekeeping functions for an assigned shop. Depending on what shop assigned to, will perform all or some of these functions.

Direct Reports: None

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative:

- Paints and details parts and components
- Ships, receives, and delivers components and other items
- Power washes parts and delivers to the shop floor
- Empties scrap metal containers
- Picks up and delivers parts for Technicians as needed
- Keeps property clean, mowed, and well landscaped
- Runs power sweeper through shop
- Cleans and preps new and used machinery for delivery
- Loads and unload equipment and parts
- Removes snow and grades parking lot as needed
- Performs general housekeeping duties as assigned
- Maintains equipment such as forklifts, hot tanks, power washer and paint equipment
- Assists other staff as assigned

Organizational: NA

Interpersonal: NA

Sales: NA

Technical: NA

Supervisory: NA

ESSENTIAL JOB REQUIREMENTS

Minimum Education Required: High School Diploma or GED

Minimum Experience Required: No prior experience required

Experience Defined: Basic (1-3 yrs) Intermediate (3 – 5 yrs) Advanced (5+ yrs)

Certificates, Licenses and Registrations Required: None

Required Skills and Competencies

Communication Skills

Safety Knowledge

Computer Skills: None

ADDITIONAL INFORMATION

Working Conditions

Noise Environment Quiet Moderate Loud
Indoors Outdoors Both

Physical Requirements (Checked requirements indicate more than 1/3 of the time spent on the job)

Standing Sitting
Walking Use of Hands
Talking Hearing

Weight / Lifting None 1-25 lbs 26-50 lbs More than 50 lbs

Travel Requirements:

None 1-25% 25-50% 50-75% 75-100%

Limitations and Disclaimer

This job description is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Wagner Equipment Co. will reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.