

JOB DESCRIPTION



Position:	Utility Worker	Effective Date:	
Reports To:	Manager, Production	FLSA:	Non-Exempt
Department:	2129	Location:	CVL CSG NE PA

OVERALL JOB PURPOSE:

The Utility Worker position will facilitate movement of materials as required to support production. This position will help prioritize daily activities and coordinate with facility management on special projects to ensure completion. May also assist and perform job related activities in the Structure / Boiler / Pipe / Vessels departments as directed by the Production Manager.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Transport parts and materials using forklift, crane, pallet jack and other means.
2. Perform all maintenance start up and safety checks before starting forklift.
3. Follow all safety and Operating and Quality procedures.
4. Facilitates and maintains organization of all material.
5. Assist production in scheduling and movement of materials and other production related tasks as directed.
6. Participate in cleaning, grinding and installation of components parts as directed by supervisor.
7. Assist in the loading/unloading of trucks and other material when required.
8. Assist in shipping/receiving shipping, receiving and warehouse with all activities, associated with their departmental policies and procedures.
9. Consults with management to clarify department priorities, identify problems and suggest changes for improvement.
10. Inspects material handling equipment for defect and notifies maintenance for repair.
11. Prepare parts kits using BOM, drawings and verbal instructions.
12. Assist in facility upkeep / 5S as directed.

OTHER JOB DUTIES:

1. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

ESSENTIAL JOB QUALIFICATIONS:

1. High School or GED Education.
2. Forklift Certification, as well as experience with overhead cranes and pallet jacks.
3. Minimum 2 years' warehouse experience.
4. Ability to use both powered and manual hand tools, as well as experience operating a variety of automatic material processing equipment.
5. Excellent oral, written and interpersonal communication skills. Ability to follow instructions.
6. Ability to read and interpret tape measure and/or measuring devices.

GENERAL SKILL REQUIREMENTS:

- **Communication** – Writes clearly, concisely, and persuasively; speaks tactfully and convincingly; listens well; shares work related information; must be computer literate, and capable.

- **Problem solving** – Ability to evaluate situations, review options and set priorities within scope of authority; must be able to identify activities for completing assignments by allocating time/resources; ability to multi-task and switch focus quickly.
- **Initiative** – Ability to be self-motivated and complete tasks without supervision’ results oriented; seeks self-improvement, enhancement of skills, and professional growth.
- **Meeting commitments** – Assumes total accountability for meeting daily commitments with clear understanding of his/her impact on project schedules.
- **Quality of work** – Sets and maintains high goals and standards for self while understanding and conforming to team standards; achieves a volume of acceptable work within allotted time; work produced achieves established standards for thoroughness, accuracy, neatness, and acceptability.
- **Professionalism** – Must display high level of professionalism in conduct, attitude, and attire appropriate for the work area; ability to work with people at all levels; must understand “internal customer” concept; able to exercise authority and respond to criticism.
- **Leadership** – Ability to inspire teamwork and high morale; constructively influence the performance of others; able to obtain results through others; ability to solve problems and make decisions within the scope of authority.

PHYSICAL REQUIREMENTS:

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| • Standing | • Walking |
| • Sitting | • Handing / Fingering |
| • Reach Outward | • Reach Above Shoulders |
| • Climb | • Lift 10-50 lbs., frequently |
| • Squat or Kneel | • Push / Pull 13-25 lbs., frequently |
| • Crawl | • Push / Pull 26-50 lbs. +, occasionally |
| • Bend | |

Occasionally requires this activity up to 33% of the time (0-2.5 hours/day.)

Frequently requires this activity from 33% - 66% of the time (2.5 – 5.5 hours/day.)

WORK ENVIRONMENT:

- Shop – Production / Manufacturing

This job description has been reviewed to ensure that essential functions and basic duties have been outlined. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.

Employee Signature

Date

Printed Name

Supervisor

Date