Job Title: Utility Worker I

BCAT Code: 093X26  Effective Date: April 1, 2007
Pay Grade: G05  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs entry level duties, such as campus cleaning, collecting trash, moving and delivering supplies and equipment, and is assigned to work in a team with a stronger emphasis on certain job duties.

Examples of Duties
- Walks the assigned areas of the campus to collect and remove trash, clean the restrooms, offices, lounges and common areas.
- Assists in special projects, such as setting up and moving furniture for special on campus and off campus events, such as commencements, concerts, convocations, and areas, such as plazas and parks.
- Uses power (AC & DC) equipment to clean buildings.
- Collects recyclable materials from campus buildings.
- Assists with removing surplus items from campus departments or offices.
- Reads work orders or follows instructions.
- Attaches identifying tags or labels to materials; marks information on cases, bales, or other containers.
- Assists in emergency preparations, such as clearing snow, ice, sidewalks, and driveways.
- Operates delivery trucks or other equipment to assist in loading or moving materials and products.
- Drives vehicles to pick up tables and chairs across campus or between off campus warehouses.
- Works in either a recycling team, campus setup team, moving team, or parking lots team.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the Georgia State University campus.
- Ability to lift 50 lbs. or more.
- Ability to perform heavy lifting and strenuous manual tasks.
- Ability to operate warehouse, delivery, and power equipment, such as large trucks, forklifts, hand trucks and pressure washers.

Minimum GSU Hiring Standards
High school diploma or GED. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section