Job Title: Utility Worker II

BCAT Code: 093X27
Pay Grade: G07  FLSA Status: Non-Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Performs duties, such as moving, delivering, or assembling items on campus property. Items may include furniture, equipment, supplies, trash, recyclable materials, bookcases, cabinets, displays, and mailings.

Examples of Duties
- Assists in removing surplus items from campus departments or offices.
- Transports large mailings to the Post Office.
- Assists in special projects, such as graduation ceremonies, by setting up and moving furniture.
- Collects recyclable materials from campus buildings.
- Attaches identifying tags or labels to materials, or marks information on cases, bales, or other containers.
- Schedules the routine maintenance of University vehicles and delivers them for servicing; cleans vehicles when required.
- Matches completed receiving reports with the appropriate orders to be delivered to the departments.
- Records the delivery of orders onto the delivery log sheet.
- Delivers items to the Georgia State University (GSU) satellite offices and departments; obtains the appropriate signatures on the receiving reports.
- Loads and unloads delivery vehicles with orders for campus departments; receives outgoing shipments from campus departments.
- Assists in emergency preparations, such as clearing sidewalks and drives.
- Performs other related duties as assigned.

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

Minimum GSU Hiring Standards
High school diploma or GED and one year experience in moving, delivering and/or assembling equipment, furniture and other large items. 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.