

Utility Worker - Driver

Skill Level: 3

FLSA Status: Non-exempt

IPEDS: 710

Job Purpose: Work performed in executing maintenance, custodial, and construction tasks of an unskilled or semi-skilled nature, operating light motor vehicles

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Drives light motor vehicle in performance of duties.
Picks up and delivers furniture, school supplies, garbage, trash, and other items.
Cleans vacant apartments, dormitories, or houses located on campus.
Cleans and services trucks and other related equipment.
Works as part of a construction crew in road repair, gravel spreading, or concrete finishing.
Works as part of a maintenance crew to remove, install or maintain water pumps, steam lines, steam valves or other types of equipment.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.
These functions may vary by institution.
Incumbents may provide backup to various functions within the unit.
May be required to perform related clerical tasks as assigned
Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

Successful completion of the eighth grade. Experience in general maintenance or construction work. Possession of a valid Tennessee operator license as issued by the Tennessee Department of Safety.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of city and state traffic regulations.

Knowledge of the materials and equipment used in general maintenance and construction work.

Ability to operate motor vehicles.

Ability to carry out simple instructions.

Ability to perform light to heavy manual labor for extended periods of time under some unfavorable climactic conditions.

Ability to establish and maintain an effective working relationship with other employees.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

Date

5/2004

Skill

3

Evaluation

332013113

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.