JOB DESCRIPTION

Utility Worker

Definition of Class
This is a non-supervisory position in which the incumbent works under the guidance of a supervisor who to perform general labor and/or basic maintenance task to assist with operations. The incumbent performs a variety of general maintenance tasks and manual labor duties as instructed by the supervisor. The duties may include general services involving basic tool operation, driving vehicles, moving and delivering furniture and/or equipment, basic cleaning, and repairing surfaces and grounds.

Examples of Work Performed
Performs manual labor involved in moving furniture and/or equipment from one location to another, under close supervision.

Sweeps and cleans surfaces using hand tools, makes minor repairs to surfaces; repairs and replaces signs.

Removes dirt and other debris from department equipment and facilities.

Operates cleaning equipment such as floor sweeper and pressure washer, hand tools such as drill, hammer, saws, and/or brooms in performance of assigned duties.

Drives, fuels, cleans and washes department vehicles.

Assists with the maintenance and upkeep of facilities and grounds.

Arranges equipment, furniture, stages and/or seating for special events.

Assists with the inspection and troubleshooting of machines and equipment.

Assists with the installation and repair of furniture and/or equipment.

Assists in the maintenance and reporting of inventory.

Paints exterior surfaces and/or structures, as required.

Performs a variety of tasks relevant to the non-availability of other personnel.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs a variety of general maintenance tasks and manual labor duties as instructed by the supervisor.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:
- **Education:**
  Ability to read, write, and understand basic instructions.
  AND
- **Licensure:**
  Must possess a valid driver’s license.

Interview Requirements
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev 02/19/16

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