



## Utility Worker

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<b>DEPARTMENT:</b>	General Plant	<b>REPORTS TO:</b>	Manufacturing Manager/Facilities
<b>DIVISION:</b>	Cortland	<b>FLSA STATUS:</b>	Non-Exempt
<b>JOB CODE:</b>	8010	<b>EFFECTIVE DATE:</b>	JULY 27, 2018

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### JOB SUMMARY

Maintenance / Production Laborers function as a resource for both Maintenance and Productions operations as necessary.

#### Production Utility:

Work in a heavy industrial environment to assist in production operations.

#### Maintenance Utility:

Perform light and heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

### QUALIFICATIONS

#### Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC), or equivalent combination of education and life experiences. Minimum one (1) year related experience.

#### Knowledge/Skills/Abilities

Mechanical Aptitude. Understanding of spatial reasoning, cause and effect, heat conduction, velocity, gravity and force. Ability to qualify in industrial vehicle use and demonstrate continued safe operation at all times.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.

Computer/Applications Skills. Ability to clock into and out of jobs via computer terminals.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to understand and use basic mechanical skills. Ability to define problems, collect objective data, establish facts and draw valid conclusion. Ability to read and understand basic drawings and work instructions. Ability to add, subtract, multiply and divide



numbers. Ability to perform mathematical skills in the form of measurement and other work material calculations utilizing a calculator.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Complete various physical tasks assigned by the department supervisor.
2. Use various tools and equipment such as a forklift, personal man lift, scissor lift, overhead crane, and electric pallet jack in a proper and safe manner.
3. Use correct lifting techniques to avoid back injuries.
4. Provide suggestions on next steps if supervise is absent to keep work moving forward.
5. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times. Work well with other skilled and unskilled laborers.
6. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
7. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
8. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
9. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
10. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
11. Perform any other related duties as required or assigned.

## **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by an team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the team member is regularly required to stand, walk, use hands, reach, talk, hear, and see. The team member must occasionally lift and/or move items over 50 pounds, and frequently lift and/or move 25 pounds. Team members performing this job must be able to wear protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, and a respirator as needed.



## WORKING ENVIRONMENT

While performing the functions of this job, the team member is regularly exposed to outdoor weather conditions; frequently exposed to work near moving mechanical parts such as overhead cranes, vibration, and moving vehicles, fumes or airborne particles; and occasionally exposed to toxic or caustic chemicals. The noise level in the work environment and job sites can be loud.

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Team member's Signature

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Date

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Manager/Supervisor Signature

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Date