

Coastal Pines Technical College

JOB DESCRIPTION **Utility Worker (Part-Time)**

Name: TBD

Supervisor: Maintenance Supervisor

Under general supervision, the Utility Worker assists the maintenance department staff with general facility custodial duties as well as related maintenance and repairs. May perform routine grounds maintenance and assists with special projects as assigned by the Executive Director of Facilities and the Maintenance Supervisor.

RESPONSIBILITIES:

1. Performs general cleaning of facilities on the Waycross Campus.
2. Assists with maintenance duties as assigned by the Maintenance Supervisor.
3. Assists with exterior lawn care type projects as assigned by the Maintenance Supervisor
4. Maintains equipment and reports lost, damaged, or broken tools or equipment to the Maintenance Supervisor.
5. Selects appropriate tools, materials, and equipment following CPTC procedures.
6. Moves and relocates furniture and equipment on campus and assists with surplus.
7. Adheres to all safety rules and guidelines set by the College.
8. Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility.
9. Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
10. Accepts direction and feedback from supervisor and follows through appropriately.
11. Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; observes policies on break and lunch periods.

12. Participates in required staff development activities.
13. Performs other duties as assigned by the Executive Director of Facilities.

Minimum Qualifications:

Six months of work experience performing general grounds maintenance using various landscaping tools and equipment (edge/hedge trimmers, lawn mowers, blower), proper use and application of herbicide, and ability to operate excavating equipment.

Equal Opportunity Statement

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College's implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu, 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia eharris@coastalpines.edu, 912.287.4098; titleix@coastalpines.edu ADA/Section 504 Coordinator, ada@coastalpines.edu; All Campuses, 1777 West Cherry Street, Jesup, Georgia.

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