



## **Position Description**

**Position:** Seasonal Utility Worker

**Reporting Relationships:**

**Reports to:** Operations Manager

**General Statement:**

The Seasonal Utility Worker works under the general supervision of the Operations Manager. They help maintain and clean HEA buildings, grounds and vehicles.

**Typical Duties and Responsibilities:**

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

1. Mows and trims grass.
2. Small Painting jobs around HEA facility.
3. Pressure washes vehicles and equipment.
4. Help clean and maintain the warehouse and warehouse yard.
5. Water and cares for lawn and shrubbery in summer.
6. Keeps all sidewalks and driveways free of debris.
7. Office work and filing.
8. Run errands as needed.
9. In addition to these responsibilities, may be assigned by the Operations Manager, Purchasing Agent, Line Superintendent or General Manager to perform other duties from time to time.

**Working Conditions:**

Outside work in all kinds of weather. Some heavy lifting is required. Some overtime required. Must be available for work after normal office hours.

**Physical Requirements:**

Heavy work requiring exertion of up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, crawling, climbing, bending, pulling, and reaching majority of the time. Majority of time spent out-of-doors. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Includes exposure to mechanical, electrical burns, confined space, radiant heat, and operating machinery hazards. Some exposure to odors, gases, dust, and dirt. Safety equipment required. Must be able to communicate with individuals. Must be able to read, write, and do arithmetic.

**Qualifications:**

An interest in the cooperative electrical distribution industry and a willingness to work hard.

**Experience**

Previous handyman or cleaning experience desired. Must possess general handyman knowledge and be able to safely operate motorized equipment including, but not limited to, lawn mower, grass trimmer, pressure washer. Must have a valid driver's license.

**Compensation:**

The hourly rate for this position is \$14.81 based on qualifications, operational needs and other considerations permitted by law. The range may vary above and below the stated amounts, as permitted by Colorado Equal Pay Transparency Rule 4.1.2.

Approved: \_\_\_\_\_  
(General Manager)

Date: \_\_\_\_\_