

Metropolitan Exposition-Recreation Commission

Job Code:	8190	Established:
Title:	Utility Worker I	Revised: 08/1/2017
Range:	951	EEO:
Bargaining Unit:	AFSCME, Local 3580 Utility Workers	
FLSA:	Non-exempt	

GENERAL STATEMENT OF DUTIES

Performs entry level clean up and set-up tasks at the Oregon Convention Center. Duties include setting up tables, chairs and staging, performing cleaning tasks both manually and with scrubbing, vacuuming, pressure washing and carpet cleaning equipment. Specific duties vary from shift to shift as follows: Swing shift duties primarily involve set-up; night-shift duties primarily involve cleaning; day shift duties involve some set-up, cleaning and customer service as required.

SUPERVISION RECEIVED

Supervision is received from the Setup Supervisor or Utility Lead.

SUPERVISION EXERCISED

None

EXAMPLES OF PRINCIPAL DUTIES

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation. However, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Performs cleaning and sanitary maintenance duties at OCC including sweeping, mopping, waxing, vacuuming, dusting and emptying trash containers.
- Cleans mirrors, windows, walls and drinking fountains.
- Performs setup and break down of tables, chairs, bleachers, ramps, dance floors, air walls, staging and hangs drapes as required for conventions, meetings and other OCC events utilizing schematic drawings and narrative descriptions.
- Cleans restrooms and replenishes towels, tissue and soap.
- Cleans employee break room and loading dock.
- Provides directions and answers questions from the public.
- Monitors building during shows to ensure restrooms are stocked, trash containers are emptied and water services are replenished.
- Performs related duties as assigned.

Page 2

Job Code: 8190

Title: Utility Worker I

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILL, ABILITY:

- Basic knowledge of materials, methods, and equipment used in a facility cleaning operation.
- Ability to properly operate janitorial equipment used in performance of the job.
- Ability to understand and follow verbal and written instructions including operating manuals and application instructions supplied by product manufacturers.
- Ability to read and understand schematic setup diagrams.
- Ability to establish and maintain effective working relationships with co-workers and the public.

PHYSICAL REQUIREMENTS:

- Ability to perform all necessary setup of tables, chairs, staging and other building material.
- Ability to walk, stand and work on concrete floors for extended periods of time.
- Ability to work on elevated platforms or ladders.
- Ability to bend and stoop frequently.
- Ability to lift and carry 50 pounds regularly and up to 100 pounds occasionally.
- Ability to push and pull up to 300 pounds on a regular basis.

EXPERIENCE AND TRAINING:

One year experience in a similar utility position. Must be able to learn facilities layouts. Must be dependable.

LICENSES:

Possession of an appropriate and valid driver's license.

Possession of, or the ability to obtain a forklift operator's certification.

Possession of, or the ability to obtain, a Cardio Pulmonary Resuscitation certificate.

Page 3

Job Code: 8190

Title: Utility Worker I

JOB CONDITIONS

Work is performed predominately indoors but requires some work outdoors with exposure to all types of weather conditions. Work is physical in nature and often requires a fast pace and exertion. Incumbent is exposed to various cleaning chemicals and dust. Gloves, masks and other personal protective equipment are required while performing some duties. Must be able to work evenings, weekends and holidays.