



**Job Specification**

**Job Title: Utility Worker I**  
**BCAT Code: 810X BN**  
**Pay Grade: G04**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Performs entry-level duties that involve the moving, delivery, or assembly of items on campus property. Items may include furniture, equipment, supplies, trash, recyclable materials, displays and mailings.

**Examples of Duties**

- Assists with removing surplus items from campus departments or offices.
- Transports large mailings to Post Office.
- Assists in special projects, such as graduation by setting up and moving furniture.
- Collects recyclable materials from campus buildings. Attaches identifying tags or labels to materials or marks information on cases, bales, or other containers.
- Schedules routine maintenance for university vehicles and delivers them for servicing. Cleans vehicles when required.
- Matches completed receiving reports with appropriate orders to be delivered to departments. Records delivery of orders onto delivery log sheet.
- Delivers items to GSU satellites offices and departments and obtains appropriate signatures on receiving reports.
- Loads and unloads delivery vehicles with orders to be delivered to campus departments and receives outgoing shipments from campus departments and transports to locations to be prepared for outgoing shipment.
- Assists in emergency preparations such as clearing sidewalks and drives.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of Georgia State University for delivery of property preferred.
- Ability to lift 50 lbs. or more.
- Ability to perform heavy lifting and strenuous manual tasks.
- Ability to operate warehouse and delivery equipment such as large trucks, forklifts, and hand trucks.

**Minimum GSU Hiring Standards**

High school diploma or GED. Valid Georgia Driver's License.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*