



JOB DESCRIPTION: MISCELLANEOUS UNSKILLED LABOR

1 JOB SUMMARY:

Under the supervision of the Manager of Operations, provides maintenance of Cooperative facilities and assists various personnel.

2 POSITION RESPONSIBILITIES:

- (a) Provide maintenance of Cooperative facilities for cleanliness and order:
 - 1. Maintain grounds including cleaning parking lots, area around buildings, warehouses, etc. which may involve cleaning, sweeping, washing, etc.
 - 2. Perform snow removal which may include parking lots, sidewalks, rooftops, etc.
 - 3. Perform minor repair to building facilities and mechanical equipment,
 - 4. May assemble or assist with assembly of office equipment, furniture, etc.
 - 5. Assist with moving office, garage, poleyard, and warehouse to another location.
- (b) Assist warehouse personnel with the receipt, disbursements and storage of materials and supplies as directed.
- (c) Assist in the performance of a variety of duties ranging from cleaning to servicing trucks and other vehicles.
- (d) Assist line crews with labor jobs within capability, including shoveling, digging, etc.
- (e) May assist with set up of equipment or furniture for meetings or events.
- (f) In addition to named duties, may be assigned by the Manager of Operations to assist other departments with labor or assistant tasks.
- (g) Additional Essential Functions
 - 1. Demonstrate knowledge of Price Electric operations, policies, products and services.
 - 2. Preserve confidentiality of Cooperative and member issues when relating to employees, members and general public.
 - 3. Understand and adhere to safety rules as stated in the WECA safety manual.
 - 4. Answer inquiries from members, management, and employees.
 - 5. Assist with member outage calls, working outside business hours as necessary.
 - 6. Maintain Cooperative image through following Cooperative Principles.
 - 7. Perform other duties as requested and assigned.

3 POSITION SPECIFICATIONS

- (a) **EDUCATION/WORK EXPERIENCE:**

High school diploma or equivalent required.
- (b) **JOB KNOWLEDGE:**

Mechanical aptitude and ability to properly and safely use basic tools, both manual and power driven; ability to operate various types of motorized equipment, including but not limited to trucks, snow blowers, mowers, sweepers, etc.;

(c) **ABILITIES AND SKILLS:**

Manual dexterity to maintain proper safety while performing work, while driving the line truck, line construction vehicles, four-wheelers or other available equipment or tools. Must be able to read, write and do arithmetic. Need ability to communicate effectively, both orally and in writing. Demonstrate ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form and prioritize job tasks. Able to analyze information, coordinate people and resources and communicate with a variety of co-workers. Ability to work independently when assigned tasks requiring little or no supervision.

(d) **WORKING CONDITIONS:**

Work for this position occurs both inside (office, warehouse or garage environment) and outside. Work performed frequently outdoors in weather conditions that vary from sub-zero to heat above 90 degrees, in wet and dry conditions and in rural areas. Employee performs duties around equipment and moving mechanical parts. Exposure to extremes of noise, temperature, fumes, dust and may be required to work with chemical cleaners and solvents. The noise level in the work environment may range from moderate to loud.

(e) **PHYSICAL REQUIREMENTS:**

Occasional lifting and carrying of weights up to 75 pounds and pushing and pulling up to 100 pounds is required, e.g. changing vehicles tires, carrying parts and equipment, assisting with delivery of material, etc. Lifting and carrying of 10 to 50 pounds frequently is required. The work requires extensive walking, repetitive twisting, working in awkward positions, climbing, repetitive bending and kneeling and standing for extended periods. May spend long periods of time driving and/or riding in line construction vehicles, followed by travel on foot for as much as several miles in all weather conditions to reach remote areas of the service territory.

(f) **LICENSE REQUIREMENTS;**

Valid Class A CDL Wisconsin Driver's License preferred with a satisfactory driving and safety record.

4 REPORTS TO:

(a) Reports to:

Manager of Operations

(b) Responsible for:

None.

I acknowledge receipt of this job description and confirm my ability to perform the duties outlined based on the physical requirements outlined in this job description.

Signature: _____

Date: _____

Printed Name: _____