



Anaheim Transportation Network Job Description

POSITION TITLE:	Utility Worker
REPORTS TO:	Maintenance Manager
DEPARTMENT:	Maintenance
FLSA STATUS:	Non-Exempt
SALARY:	17.00/hourly

Summary:

Under direct supervision, the Utility Worker is responsible for following a cleaning schedule and performing all cleaning duties for facilities, service vehicles, grounds, and equipment using provided products, tools, and procedures.

Essential Duties and Responsibilities:

This list is not intended to be a complete listing of all the job duties required of this position, but to provide information on the general scope of the position.

- Cleans and details interior of all vehicles including trash removal, sweeping, mopping, wipe down of high-touch surfaces and other surfaces, and interiors and exteriors of windows
- Follows all established cleaning and sanitation procedures to clean and detail all common areas; rooms, hallways, restrooms, lunch area, outdoor patio, nearby facilities, and other areas
- Uses computer or similar mobile device to complete work assignments, training and submit electronic forms for tracking of daily, weekly, and monthly cleaning activities on electronic database
- Maintains database by entering cleaning and sanitizing activity in a timely manner
- Responsible for maintaining equipment and storage rooms in a neat and clean condition; assists with keeping track of all products and supplies
- Perform a wide variety of cleaning tasks – including, but not limited to - dusting, sweeping, vacuuming, and wiping surfaces, including restrooms, lunch area, offices, outdoor patio, and other areas assigned
- Identifies and uses computer or similar mobile device to electronically document damages and communicates to appropriate personnel in the case of unreported damage
- Performs minor maintenance and repairs, changes lights, and cleans equipment
- Assists with moving furniture and equipment in preparation of company events, activities, and special projects
- Responsible for learning, reviewing, and following new safety, health, and cleaning procedures as needed
- Performs other related duties as assigned

Qualification Guidelines:

Knowledge, Skills, and Abilities:

- Ability to work nights, weekends, holidays, and variable schedule(s)
- Ability to read, write, speak, and understand English well enough to perform the essential job duties



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- Ability to communicate effectively in both oral and written form
- Ability to understand and follow written and spoken instructions
- Ability to work independently as well as ability to establish and maintain cooperative work relationships
- Ability to perform work involving regular physical activity, observe safety requirements, and adhere to safe work practices and methods
- Ability to use mobile devices or similar to complete electronic forms
- Ability to move/lift to up to 50 pounds

Experience:

- (1) year of custodial experience preferred

Special Requirements:

- Successful candidate must pass a pre-employment physical, drug, and background check
- Ability to provide proof of COVID-19 vaccination or valid medical/religious exemption
- Ability to provide proof of eligibility to work in the U.S.

Working Conditions:

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises

Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.