



Facility Worker

I. POSITION SUMMARY:

The Facility Worker will serve the members and support the goals of Jefferson Energy Cooperative (JEC) by effectively maintaining the facilities in a manner which will aid in the most efficient and timely service to existing and new members/consumers.

II. REPORTING RELATIONSHIPS:

- A. Reports to: Facility Maintenance Supervisor
- B. Directs: None

III. MAJOR RESPONSIBILITIES/ ESSENTIAL FUNCTIONS OF POSITION:

- A. Assists with the maintenance of all JEC facilities to include electrical and plumbing maintenance, as well as painting, carpentry, and pressure washing.
- B. Performs general custodial and janitorial work to include sweeping, mopping, vacuuming, and removing trash.
- C. Performs landscaping duties to include mowing grass, edging, trimming, weed removal, planting, fertilizing, etc.
- D. Maintain assigned tools and equipment used in the cleaning and general maintenance of the facilities
- E. Moves equipment to and from various locations using JEC vehicles, forklifts, tractor, pallet jacks, and dollies.
- F. Delivers material to crews in the field during power outages, storms, inclement weather and as needed.
- G. Works with all JEC employees to promote the “team” concept at all times.
- H. Makes himself/herself available for any work that may be required at times other than normal working hours.
- I. Performs the duties of this position in a manner which is in accordance with established policies, practices, and procedures.



NOTE: The above are major responsibilities/essential functions of this position. They are not intended to cover each aspect of the position as the scope, duties, and functions of a given position may change or be temporarily altered based on the business needs of JEC. The basic requirement of every position is to perform all tasks as assigned by the supervisor.

The **Facility Worker** shall be required to perform any other duties assigned to fulfill the objective of JEC.

IV. EXTERNAL RELATIONSHIPS:

- A. None



POSITION SPECIFICATIONS

Facility Worker

Job Knowledge, Training Experience:

Required:

Position requires a high school diploma or equivalent.
Valid Driver's License.

Preferred:

Previous work experience in facility maintenance

Abilities and Skills:

Required:

Ability to operate forklift, lawnmower, tractor, and company vehicle.

Physical Effort and Working Conditions:

Frequently required to lift 70 pounds or more. Must be able to stand, walk and stoop.
Due to equipment weight limits, the Facility Worker must weigh 315 lbs. or less.

This position requires approximately 25% indoor work and 75% outdoor work. Overtime may be required during storms and maintenance work.

Jefferson Energy Cooperative is a drug free workplace. After an offer of employment has been made, a pre-employment alcohol and drug screen is required.