



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## UTILITY GENERALIST BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** January 5, 2016

**RATE OF PAY:** Up to \$26.79 /Hour depending on experience

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** January 19, 2016

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 006

**UNION:** IBEW

### General Purpose:

This position is responsible for performing general business duties in conjunction with the Chief of General Services. This position is responsible for improving, maintaining and repairing BED's buildings, grounds, and automotive fleet,. It also manages the stockroom and mail handling activities, and is the primary position responsible for inventory control across the Department.

### Essential Job Functions:

#### Buildings and Grounds

- Performs building and ground maintenance, including, painting, lawn care, planting of shrubs, trees, and flowers, shoveling snow and mowing.
- Operates forklifts and plows and performs a variety of other labor intensive duties.
- Perform carpentry repairs on furniture and building structures, including but not limited to, doors, windows, locks, shelving units, etc.
- Performs miscellaneous maintenance duties as necessary.
- Sets up/tears down auditorium for various events.

#### Mail Processing

- Process outgoing mail, including customer billing as necessary
- Operate machines and equipment necessary to carry out the functions of the mailroom including, but not limited to folding machine, stuffing machine and postage meter, etc.
- Enter and maintain Daily Payment Processing data, including but not limited to balancing daily cash and check payments, etc.
- Assists in opening mail and drop box payments.
- Process dead mail returned by the Post Office.

#### Stockroom

- Perform all duties related to shipping and receiving, including: checking purchase orders; checking materials received to insure that they are compatible with the purchase order, and that they are in a complete and undamaged state; and generating shipping and receiving reports.
- Responsible for conducting weekly and annual inventory counts.
- Initiates requisitions to maintain appropriate stock levels.
- Responsible for the exchange of rubber protective equipment, as per Section 20 of the BED Accident Prevention Manual.
- Makes recommendations to accounting area for items to be inventoried or expensed.
- Responsible for maintaining clear access to contaminated storage area per VOSHA requirements.
- Issues materials to employees and makes miscellaneous sales at his/her discretion.
- Disposes of salvage materials in proper manner.
- Reviews Engineering/Distribution Work Orders to insure ability of Stockroom to meet material requirements
- Operate Forklift as required
- Maintain inventory and garage bay areas, including, but not limited to; sweeping, mopping, dusting, etc.
- Running parts/supplies out to field personnel as needed

### Qualifications/Basic Job Requirements:

- High school diploma, GED or equivalent.
- Three (3) years of experience in a maintenance or purchasing department environment preferred.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Experience operating office machinery preferred.
- Knowledge of stockroom and inventory practices preferred.
- Working knowledge of stockroom procedures preferred.
- Working knowledge of personal computers and software, including Word, Excel, and basic online inventory system preferred.
- Knowledge of materials and equipment associated with an electric utility highly preferred.
- Experience in a stockroom, inventory system preferred
- Must be able to lift and carry 50 pounds.
- Ability to obtain and maintain class B CDL endorsement within six months of employment required.
- Ability to obtain and maintain a valid Vermont driver's license required.
- Must be in excellent physical condition.
- Ability to operate a fork-lift, plow truck and related tools and equipment required.
- Must be tactful, courteous and able to get along well with co-workers and the public.
- Must possess good communication skills, be able to follow oral and written directions and have the ability to prioritize multiple tasks.
- Ability to work in various weather conditions required.
- Wearing of BED uniform may be required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.