**City of Bay City**

**Seasonal Employee – Job Description**

**POSITION:** Stockroom Worker **REPORTS TO:** System Planning & Procurement Supervisor

**STATUS:** Seasonal Non-Exempt **TERM:** April 24th 2023 – August 25th 2023

**DEPARTMENT/DIVISION**: Electric **UPDATED:** March 9, 2023

**JOB SUMMARY**: Under limited supervision, the Stockroom worker assists with a variety of maintenance and custodial activities in support of the programs, activities, and facilities managed and maintained by Bay City Electric Light and Power.

**JOB DUTIES/RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

* Manual labor tasks involving the use of hand tools and equipment as well as small power tools, and occasionally mid-sized motor equipment.
* Performs painting duties on both exterior and interior building locations.
* Performs general grounds keeping duties including but not limited to trash and debris removal, mowing lawn, both removal and planting of landscape vegetation on the property, sweeping of walkways, weeding and watering landscape around Bay City Electric Light and Power property.
* Custodial duties to include cleaning of work areas, shops, offices, storage areas, lavatories, and locker room area.
* Stockroom duties to include stocking shelves and assisting with inventory.
* Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Work requires regular physical presence at the job site to perform job duties. Must be available to work flexible hours on a regular basis.
* Ability to interact with members of the public in a courteous and professional manner.
* Ability to perform required job duties in a safe and responsible manner.
* Ability to safely operate small gas powered maintenance equipment.
* Good communication skills; ability to communicate effectively, both orally and in writing.
* Ability to understand and carry out oral and written instructions.
* Ability to work with minimal supervision and carry out assigned job tasks.
* Ability to maintain positive working relationships with the public and other employees.
* Ability to work effectively under time constraints and pressure.

**ADDITIONAL QUALIFICATIONS:**

* High school diploma or GED required.
* Must be at least 18 years of age.
* Possession and maintenance of a valid State of Michigan Driver’s License and safe driving record at time of appointment.

**SUPPLEMENTAL INFORMATION**: Moving about on foot to accomplish tasks, particularly frequent movements from place to place. Bend, climb, kneel, twist, reach/extend arms and hands above shoulder height frequently, or otherwise moves in a constantly changing environment. Lifting, carrying, pulling, and pushing up to 25 pounds regularly; 30-35 pounds frequently, and up to 100 pounds occasionally. Ability to stand for the entire work day and ability to work on uneven ground. Withstanding temperature extremes and inclement outdoor weather. Speech recognition and clarity, including the ability to understand the speech of customers and co-workers and the ability to speak clearly so that you can be understood by customers and co-workers. Incumbent must be able to see and hear in the normal range with or without correction.

*Disclaimer*

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*