

Utility Worker I

Transportation & Utilities Department
Saskatoon Light & Power

Posting No. 580(319)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Receives, unpacks, inspects and stores goods in the proper location.
2. Issues material from stores and enters transactions into a computerized system.
3. Counts inventory.
4. Performs maintenance and cleaning duties in inventory stores and yards areas.
5. Reclaims useable material from salvage.
6. Performs building operations and grounds functions, as required.
7. Loads and unloads all types of material.
8. Follows security procedures for building and inventory.
9. Assists with the installation and relocation of fixtures, furnishings and equipment.
10. Assists Utility Worker II, as required.
11. Performs other related duties as assigned.

QUALIFICATIONS:

- Grade 12 education.
- Two years' related warehousing experience, including experience working with a computerized inventory system and operating a heavy forklift.
- Successful completion, within six months after date of hire, of a recognized forklift safety training certification program.
- Possession of a valid Fireman's Certificate.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Knowledge of the principles and practices of stock-keeping and material handling.
- Knowledge of standard stock items.
- Ability to operate a large forklift and associated equipment safely and efficiently.
- Ability to communicate effectively and tactfully with carriers, contractors and civic employees.
- Physical ability to perform the assigned duties and to work outside under varying weather conditions.
- Skill in the operation of a computer with applicable software.

SALARY:

\$23.04 to \$26.95 per hour.

For further information regarding this position, contact Human Resources.

Applications are to be received in Human Resources (City Hall) by 5:00 p.m. on Wednesday, December 31, 2014.