



CLARK PUBLIC UTILITIES  
Invites eligible applicants to apply for:  
**FACILITIES GROUNDSHELPER**

**DEFINITION/ELIGIBILITY:**

This position is only open to candidates eligible for supported employment through Clark County. Applicants must be a client of the Washington State Developmental Disabilities Administration (DDA) and/or Division of Vocational Rehabilitation (DVR) and would become an Employer's Overload supported employee.

**WHAT WOULD YOU DO:**

This is an entry level position within the Facilities department that will include supervised facilities work. The incumbents will perform work of a routine nature including recurring tasks or functions and which normally facilitates the work of others or provide services for others on a timely basis. Duties include but are not limited to the following:

**DUTIES AND RESPONSIBILITIES:**

- Perform a variety of general facilities tasks
- Cuts lawns
- Trims and edges around walks, flower beds, and walls
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, etc.
- Rakes and bags leaves
- Cleans grounds and removes litter
- Shovels snow from walks and driveways
- Spreads salt on public walks to prevent ice buildup
- Plants and waters grass, flowers, trees, and shrubs
- Sets up tent canopies for the tent use program
- Performs customer repairs on customer property
- Sets up for utility events including furniture moves
- Break down cardboard. Razor box knife needed
- Sweep warehouse
- Paint as needed
- Help in Free Issue cleaning and keeping material up front and rotated
- Dump garbage
- Clean and pick up trash around the yard inside and outside
- Organizing the carts on the docks and garage floor
- Dusting shelves
- Cleaning and organizing drying room and lineman storage room as needed.
- Cleaning and organizing flagging signs and lights
- Help put together training packets for CPU training programs
- Help with paper filling and inner office deliveries

**QUALIFICATIONS:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Some facilities maintenance experience is desirable. Ability to read and comprehend simple instructions, short correspondence, and memos. Must have a valid driver's license and be eligible for supported employment through Clark County.

**ABILITIES:**

- Learn the policies and procedures of the function assigned.
- Ability to work with minimal supervision
- Perform routine clerical work
- Operate a variety of office machines
- Understand and carry out oral and written directions
- Lift and carry heavy objects and stand or walk for long period of time
- Clean and care for assigned areas and equipment
- Use of variety of facility maintenance equipment, supplies and materials
- Communicate clearly and concisely
- Establish and maintain cooperative working relationships with the contacted during course of work
- Work in a manner consistent with Clark Public Utilities operating principles
- Work and act as a team player in all interactions with other utility employees
- Provide a high level of customer service at all times
- Project and maintain a positive image with those contacted in the course of work
- Develop and maintain collaborative and respectful working relationships with team members
- Consistently provide quality service
- Maintain regular and dependable attendance

**LOCATION:**

This position reports to the Facilities Supervisor and is located at the Ed Fischer Operations Center, 8600 NE 117<sup>th</sup> Avenue. Working hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday.

**ABOUT US:**

Clark Public Utilities is a progressive, customer-owned electric and water utility located in Vancouver, Washington. Our mission is to provide excellent customer service, reliability, and efficiency. We are currently looking for **Facilities Groundshelper** with this same commitment to excellence.

**HOW TO APPLY:**

Clark Public Utilities offers excellent benefits, a competitive wage, and company incentive programs. For confidential consideration, please forward your resume with cover letter by **Friday, November 15, 2019**, via email to [jobs@clarkpud.com](mailto:jobs@clarkpud.com). Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

**Equal Opportunity Employer**