

**JOB DESCRIPTION**  
**VIRGINIA PUBLIC UTILITIES**

Date Updated 06/06/07 Approved by \_\_\_\_\_

**Bargaining Unit** AFSCME Local 729       **Non-Bargaining**  
**Occup Group** Fuelhandling

I. **TITLE:** Fuelhandler

II. **RATE OF PAY:** Pay Grade 5 per Union Contract

III. **REPORTS TO:** Supervisor-Plant Maintenance

IV. **RESPONSIBILITIES** (not meant to be inclusive of all duties to be assigned):

This individual keeps the power plant grounds, fuel storage areas, and conveying systems in clean and orderly condition and assist the janitor/laborer in the power plant by performing the following duties:

- Cleans around conveyors and ensures that they are working properly, maintained, and greased
- Cleans other areas as assigned
- Notifies management concerning need for repairs or additions to plumbing, lighting, or heating and ventilating equipment
- Cleans snow and debris from sidewalks, mows grass, and keeps grounds clean
- Assists maintenance department in cleaning power plant equipment (such as boilers, boiler auxiliaries, and boiler water treatment auxiliaries) as needed
- Does simple and routine maintenance
- Once properly trained and licensed, may be required to function as vacation replacement for fuelhandler, ash truck driver, janitor/laborer, or other related positions; will be upgraded in accordance with Labor Agreement
- Performs other related work as assigned

V. **WORK SCHEDULE:**

- Generally dayshift, may be scheduled on rotating shifts
- May be asked to work overtime or weekends
- Schedule to be determined based on operational needs

VI. **MINIMUM QUALIFICATIONS:**

1. Educational
  - High school diploma or GED
  - Previous work experience performing manual labor/janitorial or cleaning in a commercial or industrial setting preferred
2. Knowledge, Skills, & Abilities
  - Ability to operate forklift, vactron, and other equipment
  - Must be able to use and care for cleaning supplies and equipment
  - Must be able to keep area clean under difficult conditions
  - Must be able to keep supplies in order and available
  - Should be able to get along with individuals at all levels, both inside and outside the Department
3. Required Licenses, Certifications, Training
  - Ability to obtain Class B CDL license within 60 days and Special Boiler Operator's license within 6 months is preferred
  - Ability to maintain Forklift Operator certification
4. Other

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- Subject to drug & alcohol testing upon attainment of CDL licensure
- Will be required at times to work within a confined space
- May be required to wear a respirator

**VII. PHYSICAL REQUIREMENTS** are those necessary to successfully perform the essential functions of this job:

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls.
2. The employee frequently is required to stand, walk, and reach with hands and arms.
3. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
4. The employee must frequently lift and/or move up to 25 pounds and occasionally move up to 50 pounds
5. Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**VIII. WORK ENVIRONMENT** are those encountered while performing the essential functions of this job:

1. While performing the duties of this job, the employee frequently works near moving mechanical parts, in outside weather conditions.
2. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, vibration, and risk of electrical shock
3. The noise level is usually very loud.