



**POSITION PROFILE**

**POSITION TITLE:** Utility Specialist  
**DEPARTMENT:** Production

**REPORTS TO:** Supervisor or Manager  
**LOCATION:** Baldwinsville

**POSITION SUMMARY:**

Performs various tasks related to loading or moving material or finished product

**RESPONSIBILITIES & DUTIES:**

- May prepare rolls of paper for feeding to press or die cutter and document roll usage
- May move material and/or stretchwrap finished product utilizing powered pallet trucks
- Follows detailed inspection standards.
- Makes minor adjustments to equipment as necessary to maintain quality.
- Participates in make-readies
- Performs other duties as required
- Responsible for operating within policies & procedures, and maintaining compliance with corporate and regulatory requirements; including compliance with Occupational Health and Safety procedures.

**SKILLS**

**Education/Experience/Skills**

- High school diploma or equivalent
- Ability to read and interpret information, furnished in written, oral, diagram, or schedule form.
- Excellent verbal and written communication skills with strong interpersonal skills.

**WORK ENVIRONMENT**

The noise level in the work environment can vary from quiet to loud. Exposure to dirt and dust may occur

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. Employee is required to have the ability to lift and carry up to 50 pounds. The employee is occasionally required to sit. Specific vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.

**DISCLAIMER**

The preceding job description/specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The items listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and fully understand the above position profile and all expectations.

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Signature

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Date