



Utility Skilled

Job Title: Utility Skilled
Work Location: Ukiah Sawmill

Job Specific Information

I. Summary

Ensure constant inventory flow in shipping and receiving by performing relief jobs in manufacturing or distribution facility in a safe and productive manner.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs a wide variety of jobs and duties as assigned, with a high level of proficiency and accuracy;
- Regularly operates a forklift;
- Keeps equipment and work area clean;
- Performs as a relief operator on other jobs as needed;
- Performs scheduled inspections on equipment and prepares reports as required for management and maintenance personnel

III. Qualifications/Requirements

- High school diploma or general education degree (GED); or three years related experience and/or training; or one year equivalent combination of education and experience.
- Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles, including automobiles and trucks, in accordance with company policy guidelines
- A person in this position must have basic keyboarding skills.

IV. Application Process

- Email a cover letter and resume to recruiter@mendoco.com or
- Send by fax to 707-485-6873 or
- Drop off your cover letter and resume at Mendocino Forest Products, Human Resource Office located at 9500 Durable Mill Rd, Calpella