



## Utility Laborer

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**Position Title:** Utility Laborer  
**Work Location:** Ukiah Treating Plant

### Job Specific Information

#### I. Summary

Under direct supervision, assists in the day to day operations of the treating plant by performing a wide variety of tasks in a safe and productive manner. This position may rotate to other areas and be required to safely banding & bar coding equipment in alignment with company safety expectations while remaining productive.

#### 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.

- Check unit tags for accuracy
- Barcode and tag units
- Repackage and band units
- Set stickers
- Mark units at package saw
- Pull special orders
- Inventory material in warehouse and tally as directed, provide results
- Keep area clean at all times
- Participate in annual inventory audit
- Work in specific areas of warehouse as needed

#### III. Qualifications/Requirements

- Minimum one month related experience and/or training
- Forklift license or ability to train to obtain license preferred
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and understand instructions and memos. Ability to write simple sentences
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

#### IV. Application Process

- Email a cover letter and resume to [recruiter@mendoco.com](mailto: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 or
- Call (707) 485-6731 for more information or for application process