

Let us tell you a little more...

Requisition #: 12001135

West Sacramento, CA

Utility Machine Operator- Payment Processing (IBEW)- West Sacramento, CA

This is an IBEW Local 1245 represented classification, which has over 100 years of experience representing employees at PG&E. This job is subject to collective bargaining.

Department Overview

Payment processing is responsible for processing incoming customer payments via US Mail in an accurate and timely manner.

Position Summary

Utility Machine Operators are responsible for operating high-speed and manual equipment to process customer payments. This includes payment extraction and processing check and cash payments by utilizing high speed imaging equipment.

Hours based on business need, subject to change.

Responsibilities:

- While standing, operate various high speed equipment, sorting incoming mail and extracting payments.
- Sit, sort and affix labels to mail trays manually
- Push and roll mail carts within the immediate work area and various departments within the facility as needed.
- Perform numerical data entry to record customer payments and balance account activity.
- Receive bundles of checks and verify accuracy. Prepare deposit slips and ensure proper balancing for bank deposits.

Qualifications

Minimum Qualifications:

- Must be at least 18 years of age
- Must possess a High School diploma, GED or equivalent work experience
- Must possess a valid California Driver's License or ability to obtain within 10 days of hire
- Internal PG&E employees: Must have qualified on the Clerical Test Battery (CTB) exam and Work Orientation Inventory (WOI) prior to applying
- External and Hiring Hall candidates: Must qualify on the Clerical Test Battery (CTB) exam and Work Orientation Inventory (WOI) prior to interviewing
- Ability to lift and maneuver up to 50 pounds a minimum of one time a day
- Ability to sit stationery 4-8 hours per day
- Ability to stand 4-8 hours per day

Desired Qualifications:

- Current or previous PG&E employee
- Current or previous Hiring Hall employee
- 1 year demonstrated experience in mailroom operations or production printing & mailing environment
- Ability to type at least 20 words per minute

Pacific Gas and Electric Company is an AA/EEO employer that actively pursues and hires a diverse workforce
