



JULY 2009
FLSA: NON-EXEMPT

UTILITY MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of lower-level and less complex maintenance and repair work related to care, maintenance, and cleaning of assigned buildings, equipment, and facilities; moves furniture and equipment to set up for classes, activities, and events; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Utility Maintenance Supervisor or other assigned management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the full journey-level in the maintenance worker series that performs the full range of duties required to ensure that District buildings and facilities provide the highest level of safety and utility for public and staff use. Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Incumbents in this class perform lower-level and less complex maintenance and basic preventative activities. This class is distinguished from the Senior Groundskeeper classification in that the latter oversees and performs grounds-keeping duties. It is further distinguished from the Senior Utility Maintenance Worker in that the latter leads, trains, oversees, and participates in the more complex and difficult work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs various custodial duties, including sweeping, mopping, vacuuming, dusting, shampooing, and polishing; sweeps hallways and walkways; cleans and dusts walls, furniture, woodwork, chalkboards, and other equipment to ensure that District buildings and facilities provide the highest level of safety, cleanliness, and hygiene for public and staff use.
- Sweeps, scrubs, steam cleans, and polishes concrete, linoleum, tile, and wood floors; cleans and polishes metal surfaces such as door panels and hand railing.
- Cleans, sanitizes, washes, scrubs, and disinfects restrooms including windows, door glass, drinking fountains, sinks, urinals, and toilets; reports plumbing problems and stoppages.
- Empties and cleans waste containers.
- Replaces stock of supplies in restroom facilities such as soap, paper products, and air fresheners; performs minor repairs of dispensers.
- Replaces light bulbs, turns lights and heaters on and off, as directed.

- Sets up rooms and equipment for conference, meetings, and special events; may set up audio-visual equipment and open and close classrooms and other facilities for various community activities and services.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Moves tables, chairs, and outdoor furniture and equipment to locations where needed, and assembles furniture and other structures.
- Operates machines (i.e., power sweeper and electric cart) and utilizes power tools; loads and transports equipment.
- Maintains equipment used in the course of work, making minor adjustments and keeping equipment in good working condition.
- Maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies; reports needed repairs as necessary.
- Keeps drainage systems clear and in working order; builds forms and lays cement for retaining walls, walkways, and curbs.
- Performs plumbing, painting, carpentry, and other facilities maintenance work (e.g., cuts and threads pipes, touches up painting, replaces broken window glass, and performs minor repair work on doors, windows, roofs, floors, and other building parts).
- Under supervision, helps with installation of electrical wiring and fixtures.
- Loads trucks with furniture, building materials, supplies, or trash and delivers to appropriate destinations; assists in lifting, carrying, and storing supplies.
- Inspects buildings for fire, sanitary, and safety hazards.
- Responds to inquiries and concerns from staff, faculty, and the public, as appropriate; may explain or enforce facility rules and assist supervisor with special projects as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and equipment.
- Basic principles and procedures of record keeping.
- Utility maintenance principles, practices, tools, and materials for maintaining and repairing assigned District infrastructure, systems, and facilities.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Operate, and maintain a variety of custodial equipment including vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
- Clean and care for assigned areas and equipment.
- Perform basic and preventative electrical, carpentry, plumbing, and painting maintenance and repair duties.

- Operate, maintain, and make minor repairs to a variety of power equipment and hand tools safely and skillfully.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Maintain basic records.
- Travel to different sites and locations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and six (6) months of custodial and facility maintenance experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to operate and motor vehicle, travel to various districts sites and locations, perform medium physical work, and operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field inspection work requiring frequent walking at work sites to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.