

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
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UTILITY WORKER GROUNDSKEEPER

SUMMARY

DEFINITION Under general supervision, maintains all Agency facilities, grounds and vehicles; performs a variety of semi-skilled maintenance and custodial tasks to ensure Agency buildings, equipment and vehicles are in a clean, orderly, and safe condition, supports Maintenance workers as assigned and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

Landscaping and Grounds Maintenance

- Maintains the appearance of current landscaping by trimming and removing trees and shrubs, pulling weeds, mowing lawns and removing debris.
- Develops a maintenance plan for pruning, irrigating, planting and eliminating plant and insect pests.
- Prepares soil for planting, plants trees, shrubs, ground cover and other plant materials; designing areas for a pleasant visual effect and the effective use of water.
- Installs, operates, maintains and repairs irrigation systems.
- Identifies plant and insect pests and applies appropriate pesticides as required, using spray equipment; applies fertilizer as appropriate.

Custodial Activities

- Cleans floors, walkways, by hosing, sweeping, mopping and vacuuming, as appropriate. Use power equipment to strip and wax floors; and clean carpets.
- Moves, sets up and breaks down furniture for meetings as required.
- Cleans and dusts walls, windows, counters, desks, furniture, bath rooms, and equipment.
- Collects green waste, trash and recycling, and prepares it for pick up.
- Weekly preparation for Uniform pickup: count of coveralls, uniforms, towels, etc.

General Maintenance Support and Administrative

- Makes purchases, pick ups and deliveries for all Departments as required.
- Operates and performs minor maintenance on a variety of hand and power tools and equipment related to the work.
- Maintains an inventory of materials and supplies required for facilities and grounds maintenance; requisitions or purchases new materials as required.
- Reads and applies instructions regarding the use of equipment, fertilizers, herbicides, pesticides, and cleaning products.
- Washes and cleans Agency vehicles, fuels vehicles and equipment, performs routine PM tasks.
- Performs routine maintenance tasks such as digging ditches, surface or equipment cleaning in preparation for maintenance or coating. Performs support tasks to maintain equipment.
- Loads and unloads materials, supplies and equipment.
- Maintains records and files of work performed and materials and supplies used; reports the need for facility or equipment maintenance or repair.

- Observes appropriate safety procedures, including wearing appropriate safety equipment, including personal protective equipment (PPE).
- Attends training and safety sessions as assigned.
- Reports unsafe conditions and mitigates as possible.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities. May temporarily direct the work of permanent or seasonal employees assisting facilities or grounds maintenance work.

QUALIFICATIONS

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 ability required.

EDUCATION

High school diploma or general education degree (GED).

EXPERIENCE

Two years of experience in facilities or grounds maintenance.

INTERPERSONAL SKILLS

Ability to interact with others (co-workers, supervisors, subordinates, vendors, member agencies, and the general public) in a professional manner; to accept constructive criticism from supervisors, equals and subordinates; to work as a team member or independently as needed; to prioritize assignments and meet deadlines; to prevent personal problems from adversely affecting or impacting your work or that of others around you; to arrive at work as scheduled and to work the shift hours as scheduled.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 200's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Licenses and Certificates Must possess a valid California class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment. Possession or ability to obtain a Certified Pesticide Applicator's license is highly desirable.

PHYSICAL DEMANDS

Physical Demands Mobility to work in an office and wastewater treatment plant setting; strength and stamina to perform custodial, grounds and maintenance work; ability to climb and descend ladder.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, reach with hands and arms, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds to shoulder height, up 50 pounds to waist height, and up to 100 pounds up to 9" off the ground (such as for a manhole cover). Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; to moving mechanical parts; fumes or airborne particles; and outdoor weather conditions. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; construction project site conditions; extreme heat; risk of electric shock; and vibration. The noise level in the work environment is usually moderate with occasional exposure to loud equipment.

May be required to be available for work overtime and off-shift hours, including weekends, on a project or emergency basis.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Right to Work Documentation: Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: Utility Laborer
Department: Maintenance
Reports To: Maintenance Supervisor
FLSA Status: Non-Exempt
Revised Date: June 2007