



## CENTRAL MARIN SANITATION AGENCY

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### INSTITUTIONAL UTILITY LABORER

#### SUMMARY

Under general supervision by the Lead Mechanical Worker, performs a variety of general tasks at the San Quentin Prison pump station and grounds, and performs other related duties at the Central Marin Sanitation Agency (CMSA) as required.

The position is a full-time temporary hire (limited or specified duration) position with benefits. Institutional Utility Laborers are hired specifically to comply with service requirements in the San Quentin State Prison Wastewater Service Agreement between the California Department of Corrections (CDCR) and CMSA. This agreement is anticipated to last for a term of five years, and possibly longer.

#### DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Cleans and removes screenings/debris around San Quentin pump station equipment, buildings, and grounds; consolidates and loads refuse into dumpsters for removal.
- Cleans structures, floors, and walkways by hosing, sweeping, pressure washing, mopping, and vacuuming.
- Performs general pump station housekeeping, and maintains supplies, tools, and material inventories.
- Performs painting or minor coating work on equipment, piping, buildings, and structures.
- Cleans bathrooms and replaces needed supplies; empties trash cans and waste baskets, and removes debris and trash for interior and exterior areas.
- Reads and applies instructions regarding the use of various cleaning products and equipment.
- Maintains basic records and files of work performed and materials and supplies used.
- Cleans and dusts walls, counters, desks, furniture and equipment; moves materials to the recycling bin and prepares it for pickup.
- Drives Agency vehicles to deliver and pick-up materials and supplies; washes and cleans Agency vehicles; fuels vehicles as requested.
- Assists Agency staff in the performance of their duties, as directed.
- Maintains the appearance of landscaping by trimming and removing trees and shrubs, pulling weeds, mowing lawns, and removing debris.
- Operates a variety of hand and power tools related to the work; uses all required safety equipment.
- Observes appropriate safety procedures, including wearing appropriate personal protective equipment.
- Reports unsafe conditions or the need for facility or equipment maintenance or repair.
- Attends training and safety sessions as assigned.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

##### Education and Experience

High school diploma, general education degree (GED), or equivalent is desirable. Some custodial and/or landscaping experience and familiarity with painting is also desirable.

**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 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 in English. Ability to write simple correspondence in English. 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 U.S. currency, weight measurements, volumes, 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.

**LICENSCE 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.

**PHYSICAL DEMAND ASSESSMENT**

Mobility to work in an institutional setting; strength and stamina to perform custodial, landscaping, and other manual work; ability to climb and descend ladders; vision to read printed materials; and hearing and speech to converse in person and over a radio or telephone.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, reach with hands and arms, and talk or hear in person or on the telephone or radio. Hearing is frequently required for equipment operation analysis. The employee frequently is required to stand, walk, sit, and climb, or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell, using odors to determine process or equipment problems. The employee must regularly lift and/or move up to ten pounds, frequently lift and/or move up to 25 pounds, occasionally be required to lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move furniture or similar items up to 100 pounds.

Specific vision ability required by this job includes close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Examples of the physical demands for this position, including their activity and duration, are available from Administration.

**WORK ENVIRONMENT**

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

Required to be available to work overtime and off-shift hours, including weekends and holidays.

**SPECIAL REQUIREMENTS**

Employee must be able to successfully pass an initial background verification test following receipt of a conditional offer of employment, and also pass such a test annually thereafter, as administered by the California Department of Corrections. Failure to pass the contractually-required background verification test will result in the loss of employment.#

**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:** Institutional Utility Laborer  
**Department:** Maintenance  
**Reports To:** Maintenance Lead Worker  
**FLSA Status:** Non-Exempt  
**Revised Date:** October 2024