

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
415.459.1455 415.459.3971 FAX

UTILITY WORKER

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to those listed below. Specific duties for advancement to the "D" and "E" steps are designated separately as such.

Landscaping and Grounds Maintenance

- Maintains the appearance of 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 and, 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 and walkways by hosing, sweeping, mopping and vacuuming. Uses power equipment to strip and waxes floors and clean carpets.
- Moves, sets-up, and breaks down furniture for meetings as required.
- Cleans and dusts walls, windows, counters, desks, furniture, bathrooms, 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.
- Performs minor maintenance and repairs on buildings and grounds, such as replacing air handling system filters, replacing light bulbs, repairing or replacing broken or damaged flooring materials.

Agency Support Services

- Assists with maintaining equipment and provides information for Computerized Maintenance Management System (CMMS) records.
- Assists, as requested by Operations, with performing on- and off-site odor control/patrol activities.
- Assists with cleaning and preparing process equipment for maintenance.
- Makes purchases, pick-ups and deliveries for facility staff as requested.

- Operates and performs minor maintenance on a variety of hand and power tools and equipment related to facility maintenance.
- Maintains an inventory of materials, including coating products and supplies required for facilities and grounds maintenance; requisitions or purchases new materials as required.
- Washes and cleans Agency vehicles, fuels vehicles and equipment, performs routine PM tasks.
- Applies non-industrial coatings to Agency facilities and assets.
- 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.

Step D Agency Support Services

- Performs pump station inspections and general clean-up.
- Performs Safety Equipment Inspections.
- Assists Electrical and Instrumentation (E&I) staff with conduit and unistrut installation work.
- As requested, under direction from Operations, operates grit and process solids loading equipment, fills grit and solids handling trucks, prepares and completes load slips and associated paperwork.
- As requested, under direction from Operations, receives and collects samples from septage hauler and FOG/Food-waste receiving stations, and ensures stations are clean. Removes and replaces rag bins, ensures material is picked-up and completes load slips and associated paperwork.

Step E Agency Support Services

- Applies industrial coatings to Agency facilities and assets.
- Assists E&I staff with conduit cutting, threading, and assisting with wire pulling.
- Liaison with SRPD and coordinates homeless encampment clean-up activities.
- Maintains safety equipment, coordinates specialty inspection work with vendors, and is an Agency trainer for the forklift, skip steer loader, and telehandler.

General Activities

- Reads and applies instructions regarding the use of equipment, coating products, fertilizers, herbicides, pesticides, and cleaning products.
- Maintains accurate records of work performed and materials and supplies used, and writes work orders utilizing the Agency's CMMS system as necessary.
- Observes all Agency safety policies and procedures, including wearing appropriate safety equipment (PPE).
- Attends professional development and safety training sessions as assigned.
- Reports unsafe conditions and mitigates as possible.

Step D General Activities

- Completes a basic custodian "Buildings and Grounds" fundamentals course and landscape design course, and design Agency landscape improvements.

Step E General Activities

- Receive appropriate training in industrial coating inspection, integrated pest management, and hazardous waste handling (Title 22)

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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; accept constructive criticism from supervisors, equals and subordinates; work as a team member or independently as needed; prioritize assignments and meet deadlines; prevent personal problems from adversely affecting or impacting the work or that of others; 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 currency 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

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. Advancement beyond Step C requires attainment of requisite certification and/or specified training hours as it pertains to the duties for Steps D and E.

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 a ladder; vision to read printed materials; and hearing and speech to converse in person and over the telephone and radio.

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 stop, 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 10 pounds, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and rarely be required to safely lift and/or move a manhole cover or similar items up to 100 lbs.

Specific vision ability required by this job includes close vision, distance vision, color 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 essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, 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.

Employee may be required to be available for overtime work 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

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 Worker
Department:	Maintenance
Reports To:	Maintenance Supervisor or designee
FLSA Status:	Non-Exempt
Revised Date:	January 2018