



Job Description

Title: Utility Worker III
Department: Parks

Starting Range: \$22.00 per hour
Status: Hourly

JOB SUMMARY:

Under general supervision performs maintenance and related activities by operating various light and heavy motorized vehicles and equipment within assigned district. The salary range is \$22.00 - \$28.71 per hour and benefit package, including paid retirement (PERS) which includes a paid percentage by both employer and employee.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as lead maintenance worker and supervises in the absence of the Park Superintendent including the following:
- Plans, organizes and directs a work crew; schedules materials, crew and equipment for assignments; coordinates with offices at the worksite to minimize disruption; sets up worksite to assure safety of crew and other workers in the area; assigns work to crew members and assists in performing repairs; inspects completed work for quality and completeness
- Services and maintains all aspects of buildings and equipment for the District owned facilities; inspects, diagnoses and troubleshoots equipment and operating problems, and develops timely and cost-effective solutions; performs repairs and installs new equipment; responds to emergency requests; performs preventative maintenance; tests and inspects completed work
- Assists in planning repairs and maintenance; assures necessary equipment and materials are available; assigns specific tasks to crewmembers; oversees and participates in completion of job task; assures that all safety rules and regulations are observed on the job site
- Oversees and performs landscape maintenance activities; repairs and maintains irrigation systems; repairs and replaces water and drainage lines, pathways and parking areas; prunes and trims trees and removes shrubs and other greenery. These activities require manual labor
- Conduct safety meetings, in compliance with OSHA standards
- Maintains shrubs and bushes in healthy condition; identifies diseases and pests; applies a variety of pesticides, herbicides and treatments to control and eliminate the spread of weeds and pests; assures correct and safe application of all products
- Inspects, maintains and repairs facilities electrical systems; replaces defective components and test systems; maintains lighting system; replaces bulbs and ballasts
- Performs building maintenance activities; wires irrigation clocks and valves; assists with pulling electrical wire through buildings and conduit; moves furniture and office fixtures; assists with maintenance of HVAC systems

PT Utility Worker Approved June 2012

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



- Performs landscape construction; prepares site; initiates excavation; trenches for installation of irrigation, electrical conduit and drainage systems; performs filling, grading and compacting of building sites and driveways; dissects and removes concrete and asphalt; pours concrete and lays asphalt; builds retaining walls; prepares soil; plants new landscape
- Performs other related duties as assigned
- Operates a wide range of heavy equipment
- Installs and cleans culverts and other related facilities
- Performs maintenance and minor repairs to various equipment
- Hauls materials and transports vehicles and equipment to job sites using various trucks
- Operates equipment for grass and weed mowing
- Cleans with high-pressure water equipment
- Repairs using hand and power tools
- Maintains daily equipment and fleet logs
- Coordinates with offices at the worksite to minimize disruption; sets up worksite to assure safety of crew and other workers in the area; assigns work to crewmembers and assists in performing repairs; inspects completed work for quality and completeness
- Services and maintains all aspects of buildings and equipment owned by the District
- Maintains, repairs and installs plumbing systems throughout the District facilities
- Calculates material quantities for each work project

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Fundamentals of supervision and management
- Methods, practices, equipment and materials used for maintenance
- Pertinent District policies and procedures, employee handbook (including safety program)
- Vehicle and heavy equipment maintenance procedures
- Plant identification, pests and diseases
- Landscape and irrigation operations
- Landscaping equipment and basic repair
- Basic drafting methods and procedures
- Construction practices and techniques of building materials and equipment and of blueprints and schematics

Skill in:

- Assigning, overseeing and directing a work crew
- Conducting landscape surveys
- Working within deadlines to complete projects and assignments
- Operating various vehicles and light to heavy maintenance equipment
- Following and effectively communicating verbal instructions
- Working independently and as a team member
- Maintaining accurate records

PT Utility Worker Approved June 2012

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



- Establishing and maintaining effective working relations with co-workers, other District employees and the public.
- Reading, understanding and interpreting and applying relevant laws, codes and regulations

EDUCATION, CERTIFICATIONS AND LICENSES:

- High School Diploma/G.E.D.
- A valid State of California class 'C' driver's license and a satisfactory driving record
- Three (7) years of experience in landscape maintenance and construction required
- Appropriate pesticide/herbicide certificate is not required at time of hire, but needs to be acquired within six months of being hired.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Work is performed primarily in an outdoor environment.
- May be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, hazardous chemicals, extreme weather conditions and infectious diseases.

ADDITIONAL INFORMATION:

Reports To: Park Supervisor

Direct Reports: Maintenance Worker I & II, Utility Worker

PT Utility Worker Approved June 2012

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives