

# TWAIN HARTE COMMUNITY SERVICES DISTRICT JOB DESCRIPTION

**POSITION: UTILITY MAINTENANCE WORKER**

UPDATED: FEBRUARY 3, 2025

## **1. General Job Description**

The Utility Maintenance Worker is a full-time, benefited position that assists with the maintenance and operation of the District's water treatment, water distribution, wastewater collection, and park and recreation facilities and services. Under the direction of the District's Operations Manager and Utility Operator 3, the Utility Maintenance Worker is responsible to work independently and as a member of a crew to perform a variety of semi-skilled manual labor, inspection and reporting tasks related to maintenance, operation, repair and construction of the District's facilities. The Utility Maintenance Worker will also perform janitorial, landscaping, groundskeeping, building maintenance, construction, equipment maintenance and repair, and a variety of semi-skilled manual labor, inspection and reporting tasks related to the District's park facilities and buildings.

## **2. Primary Job Functions and Responsibilities**

This list generally describes the primary job duties and functions. It is not all inclusive; the omission of specific statements of duties does not exclude them from the position. Other duties, as assigned or as required, may be needed to accomplish objectives.

- Assists Utility Operators with all tasks related to operations, maintenance, construction and repair of water, sewer and park facilities, fleet and equipment.
- Operates a range of light and heavy construction equipment, such as lawn mowers, weed whackers, compaction equipment, pumps, cement mixers, compressors, generators, trucks, excavators, power tools and other small and large equipment required to operate, maintain and construct water, sewer, and park facilities and offices
- Perform all janitorial work to clean and maintain District park facilities and buildings.
- Perform landscaping and groundskeeping work to maintain, install and create beautiful and functional park and office grounds.
- Maintain and repair all District park facility and building equipment and systems, which may include some plumbing, construction, mechanical and electrical work.
- Handle forms of garbage, green waste and other wastes that may be considered hazardous.
- Assist with operations work related to the handling of untreated sewage.
- Perform various mechanical, plumbing, electrical, carpentry and painting tasks in the maintenance of District park facilities and buildings.

- Develop and maintain effective relationships and open channels of communication with District personnel, customers and outside agencies.
- Ensure park facilities are prepared and maintained for renters and public events.
- Understand and follow standard operating procedures accurately.
- Investigate and respond to public park inquiries and complaints in a timely, courteous and professional manner.
- Perform daily inspections of District park facilities and buildings for potential hazards and to determine precautions for public safety.
- Haul or transport tools and/or equipment to and from park facilities and building, inspect equipment, make operating adjustments and perform preventative maintenance and repair.
- Assist with snow removal, brush clearing and other operations necessary to provide continual access to District park facilities and buildings.
- May, on an occasional basis, share standby and emergency service responsibilities with water/sewer Operators and respond to after-hours emergency incidents as necessary to ensure continuous services, public safety and regulatory compliance.

### **3. Required Qualifications**

#### **3.1. Knowledge of:**

- Materials, tools and equipment used in the operations, maintenance, monitoring and repair of water and wastewater systems, landscapes, facilities, buildings, appurtenances and equipment.
- Materials, tools and equipment used in janitorial work.

#### **3.2. Ability to:**

- Work independently to complete work tasks in an efficient, timely and quality manner.
- Identify, troubleshoot and solve problems.
- Perform physical, outdoor labor in extreme conditions.
- Understand and follow direction and work as part of a team.
- Establish, maintain and foster positive and effective working relationships with District personnel, customers and outside agencies.
- Identify and mitigate public safety risks.
- Physically and mentally perform the necessary tasks for maintenance and repair of park and building facilities, including operation of all Operations Division vehicles and equipment.

#### **3.3. Education:**

- High school diploma or equivalency thereof.

3.4. Experience:

- This is an entry level position with no prior experience required.

3.5. Licenses, Certifications and Other Qualifications:

- Valid California Class C Driver's License with a satisfactory driving record.

**4. Desired Qualifications**

4.1. Experience:

- Two (2) years of experience in the maintenance of facilities, grounds, landscaping, irrigation, equipment and buildings.
- One (1) year of experience in janitorial work (preferred public restrooms and recreation facilities).
- One (1) year of experience in the operations, maintenance, repair and construction of water treatment, water distribution and wastewater systems.
- One (1) year of construction, plumbing or electrical experience.

4.2. Certifications:

- Valid Grade 1 Water Treatment Operator (T1) certification issued by the State Water Resources Control Board.
- Valid Grade 1 Distribution Operator (D1) certification issued by the State Water Resources Control Board.

**5. Exceptions to Required Qualifications**

5.1. A combination of education, training and experience may be accepted in lieu of the required qualifications. Such education and experience must clearly demonstrate that the candidate has the ability to perform the essential job functions of the position.

- Acceptance of education, training and experience in lieu of required qualifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.

5.2. Applicants who clearly demonstrate the ability to perform the essential job functions of the position, but do not possess required certifications may be provided twelve (12) to eighteen (18) months after employment to obtain such certifications.

- Provision of additional time to obtain required certifications is at the sole discretion of the General Manager. It is not guaranteed or appealable.

**6. Basic Work Hours**

7:00 a.m. to 4:00 p.m., five days per week. This position requires work on Saturday and/or Sunday.

## 7. Working Conditions

### 7.1. Physical Demands:

Most of the work day involves doing tasks that require the following physical demands for extended periods of time:

- Standing, balancing, walking and working on uneven, steep and slippery terrain; climbing up and down slopes and stairs.
- Kneeling, stooping, bending and squatting.
- Lifting, pulling and carrying - regularly up to 20 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.
- Use of hands to handle or feel objects, tools, equipment, controls, electronics, computer appurtenances; to write; and to perform fine and large motor skilled tasks.
- Use of hands, feet, coordination and vision required to drive vehicles and operate equipment in normal and hazardous conditions.
- Hearing clearly and speaking loudly and clearly.
- Utilizing close and distance vision.
- Sitting and use of hands and vision to perform computer and other tasks.

### 7.2. Mental Demands:

- Reading, writing and mathematics.
- Analysis, problem solving and independent judgement.
- Attention to detail and accuracy.
- Communication and social skills.

### 7.3. Environmental Demands:

Most of the work day is spent outdoors, working in the following conditions for extended periods of time:

- Extreme cold and hot, typically ranging from 10-105 degrees.
- Extreme weather: snow, rain, wind and heat.
- Work during day and night; bright and dark.
- Exposure to fumes/gases from engines, sewage, water treatment chemicals, vegetation control and other chemicals, dust and naturally occurring gases in confined spaces.
- Exposure to bees, wasps, spiders and other insects and pests.
- Exposure to noise and vibration from tools and equipment.

## **8. Changes**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.