

SILICON VALLEY CLEAN WATER
Job Description
April 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Utility Worker

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Under general supervision, performs a variety of clerical, manual labor and semi-skilled work in the maintenance of buildings, facilities, equipment, and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Note – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Performs basic, non-certification required, duties in all operations and maintenance activities as assigned.
- Monitors tool inventory, maintains stock of daily use supplies and performs upkeep of tool room and general maintenance shop housekeeping.
- Replace light bulbs and florescent tubes.
- Pick up and make deliveries of materials and equipment.
- Takes part in the mobilization, surface preparation, and application of protective and architectural coatings used on the steel and concrete structures and process equipment.
- Receives grease deliveries.
- Monitors and reports tank levels.
- Cleans and hoses down buildings, structures, and equipment.
- Loads and unloads materials, supplies, and equipment.
- Accepts deliveries.
- Records receipt and distribution of materials and supplies.
- Makes preparations for painting of equipment, machinery, buildings, and structures.

- Maintains grounds; controls and removes weeds.
- Performs janitorial tasks.
- Operates power and hand tools; operates forklift, electric cart, and yard tractor.
- Safely enters and works in confined spaces. Performs a variety of duties as a member of confined space entry team.
- Acts as a first responder to confined space rescues.
- Drives vehicles on public roadways.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Silicon Valley Clean Water policies and procedures.

Basic hand and power tools operation.

Safety regulations and practices; emergency response procedures and safety policies.

Office equipment such as computer, printer, fax machine, photocopier.

Word processing, spreadsheet and other related software applications.

Operation of powered vehicles.

Ability to:

Understand and follow all applicable safety rules.

Read and write.

Distinguish colors.

Take direction and complete work as assigned.

Understand and follow oral and written directions in English.

Communicate effectively verbally and in writing in English.

Work effectively with general supervision.

Perform arithmetical calculations correctly.

Perform heavy manual labor.

Operate hand and powered tools in a correct and safe manner.

Work with accuracy and attention to detail.

Effectively organize and prioritize assigned work.

Operate PC and related software applications.

Establish and maintain effective working relationships with people inside and outside of SVCW.

Interact positively and cooperate with co-workers and supervision, work as a team member, function under demanding time pressure.

Drive and operate vehicles, including forklifts in a safe manner at all times.

Perform routine operations and maintenance work as assigned.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

Experience in manual labor and general housekeeping preferred.

CERTIFICATION AND LICENSING

Possess and hold a valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards

Ability to obtain certificate in CPR and first aid required.

PHYSICAL DEMANDS:

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 stand, walk, bend, stoop, kneel, and climb stairs and ladders. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear in English. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Must be physically capable of being medically certified to wear a respirator.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works in indoor and outdoor conditions. The employee works at heights, uses power tools, and works with and around machinery having moving parts. The employee is exposed to outside weather conditions, to gases, fumes and odors, and to untreated and partially treated wastewater. The employee operates light utility vehicles, including a variety of powered vehicles, forklifts and special purpose equipment. The noise level in the work environment may be moderate to loud. May be assigned to work in the evenings, nights, days and/or on weekends, including holidays.