

**SILICON VALLEY CLEAN WATER**  
**Job Description**  
**January 2026**

**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 manual labor and semi-skilled work in the maintenance of buildings, facilities, equipment, and grounds, and clerical work.

**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.*

- Perform basic duties in operations and maintenance as assigned.
- Clean and hose down buildings, structures, grounds, and equipment.
- Load and unload materials, supplies, and equipment.
- Maintain grounds; control and remove weeds.
- Perform facility upkeep.
- Operate power and hand tools.
- Operate yard equipment such as forklift, electric cart, scissor lift, dump truck, skid steer, and yard tractor.
- Safely set up, enter, and work in confined spaces.
- Pick up and make deliveries of materials and equipment, as directed.
- Record receipt and distribution of materials and supplies, as directed.
- Monitor tool inventory supplies.
- Perform work in drying beds using special-purpose equipment.
- Prepare empty polymer totes for hauling.
- Participate in emergency responses.
- Drive a vehicle on public roadways.
- Perform 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:**

- Basic hand and power tools operation.
- Office equipment such as a computer, printer, and photocopier.
- Word processing, spreadsheets, and other related software applications.

**Ability to:**

- Understand and follow all applicable safety regulations and practices.
- Understand and comply with all SVCW's Standard Administrative Policies (SAP) and Memorandum of Understanding (MOU).

- Take directions and complete work as assigned.
- Communicate effectively in English, both verbally and in writing.
- Work effectively with general supervision.
- Perform heavy manual labor.
- Operate hand and powered tools in a correct and safe manner.
- Effectively organize and prioritize assigned work.
- Operate PC and related software applications.
- Always drive and operate SVCW vehicles and heavy equipment safely.

### **Interpersonal Effectiveness**

Effectively work in a collaborative organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with internal and external customers; demonstration of strong two-way communication skills, including the ability to listen, explain and facilitate; ability to ask for input; offer help without being asked; accept suggestions; work with others to solve problems; and provide recognition and encouragement; ability to address co-workers needs; identifying issues and concerns, exploring solutions and implementing improvements.

### **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 equivalent certificate or diploma recognized by the State of California.
- Experience in manual labor and general housekeeping is preferred.

### **CERTIFICATION and LICENSING**

- Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards are required
- Ability to obtain a 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 the 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 evenings, nights, days and/or on weekends, including holidays. Safety is a priority while performing all SVCW work tasks.

*Disclaimer – Job classification descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, nor are they intended to include, every possible activity and task performed by every specific employe*