



## **Assistant Utility/Maintenance Worker**

### **DEFINITION**

The purpose of this classification is to perform a variety of unskilled and semi-skilled tasks in the construction, maintenance, repair and landscaping of District facilities and distribution systems, and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the trainee or pre-entry level class in the maintenance or utility series. Incumbents perform physical labor in construction, repair, maintenance, and landscaping assignments. Work is closely supervised and performed according to established procedures or specific oral or written instructions. Assistant Utility/Maintenance Workers can be assigned to any one of the operational departments in the Facilities and Watershed Division and the work performed is determined by the assignment.

Positions in the Utility/Maintenance Worker class series are flexibly staffed; positions at the Maintenance Worker I and Utility Worker I level are normally filled by advancement from the Assistant Utility/Maintenance Worker level; progression to either the Maintenance Worker I or Utility Worker I level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Maintenance Worker I or Utility Worker I level.

### **EXAMPLES OF DUTIES**

*In addition to the duties listed below, tasks within assigned areas may include, but are not limited to, the following duties. Any single position may not be assigned all duties listed for an area of assignment, nor do the examples cover all duties which may be assigned.*

- Follows all safety regulations, rules and precautions;
- drives pickup trucks and dump trucks;
- operates construction equipment;
- uses a wide variety of hand tools including picks, shovels, pneumatic and hydraulic tools, chain saws, jackhammers, tampers, compressors, trucks and related equipment;
- loads, unloads, and transports construction materials and supplies;
- maintains equipment and tools used on the job;
- performs clean-up duties at the worksite; and
- performs related duties as required.

### **MAINTENANCE OF WATER DISTRIBUTION SYSTEMS**

- Excavates and backfills trenches;

- assists in the installation and repair of mains, services and other water distribution facilities;
- builds forms and pours concrete;
- repairs and replaces concrete and asphalt pavement;
- assists with setting up safety equipment on jobs; and
- performs traffic control at job sites.

#### MAINTENANCE OF FACILITIES AND BUILDINGS

- Assists or performs repairs and maintenance of structures, buildings and equipment;
- applies paint and other coatings by hand or spray; prepares a variety of surfaces for painting;
- assists and/or performs repairs, maintenance and maintenance of roads and trails, access to tank sites and other District facilities;
- assists in the installation of erosion control structures;
- works on ladders and scaffolding at heights; and
- may be assigned to perform other general maintenance duties as required.

#### MAINTENANCE OF DISTRICT LANDSCAPE AREAS AND PROPERTIES

- Performs a variety of tasks in connection with maintenance of the watershed, tank sites and landscaped areas, including watering, pruning, fertilizing, cultivating, trimming, mowing, transplanting and general clean-up;
- applies, or may assist in the application of chemicals using power and hand spray equipment to control pests, plant disease, weeds and other undesirable growth;
- removes debris; cleans and removes litter leaves, brush and tree trimmings; cuts and removes weeds and other undesirable plant growth;
- maintains simple records of work performed, materials used, and job site conditions in writing, and using a computer; and
- assists in the installation, maintenance and troubleshooting of irrigation systems.

#### MAINTENANCE OF NATURAL RESOURCES AND WATERSHED FACILITIES

- Under direction performs a variety of maintenance, construction and repair tasks of the Watershed facilities and natural resources including hiking trails, watershed roads, erosion control structures, recreation facilities, fish habitat improvements, employee housing and other administrative buildings;
- assists with vegetation management, application of herbicides and pesticides, removal of exotic plant species and hazardous trees, and restoration of native habitat, seed collection, and planting native vegetation;
- assists and/or participates in tasks related to wildland firefighting and prescribed vegetation burns, construction and maintenance of fire fuel breaks;
- assists with mapping watershed features including facilities and natural resources using global position system;
- may monitor and coordinate maintenance, construction or repair activities of the watershed volunteers or adult offender work program workers; and
- may enter data into various information systems.

#### QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Use and maintenance of common hand and power tools, construction equipment and materials;
- safety practices related to repair and maintenance work; and
- basic mathematics.

Ability to:

- Follow oral and written instructions;
- use tools and equipment skillfully and safely;
- make simple arithmetic calculations;
- acquire increased knowledge and skills;
- learn basic principles of landscape maintenance, soils, soil preparation, pruning, planting, fertilization and irrigation systems;
- learn maintenance techniques for natural resources vegetation management;
- learn semi-skilled maintenance tasks;
- work cooperatively with others contacted in the course of work, including County Adult Probation Workers;
- work at high elevations, on scaffolds, ladders, storage tanks and buildings;
- work from boats, barges, floats around and on District lakes;
- work on below ground-level projects and in confined spaces;
- drive a vehicle; and
- observe safe working practices.

**TRAINING AND EXPERIENCE:**

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent;
- and,
- Some experience in construction, maintenance, landscaping, natural resources or related work.

**INTERNAL PROMOTIONAL CRITERIA FOR ADVANCEMENT TO MAINTENANCE WORKER I OR UTILITY WORKER I:**

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- work on an "on call" basis for emergency situations;
- willingness to work outdoors in all weather conditions and in traffic;
- work while wearing protective clothing and/or prescribed uniform.

**LICENSES AND/OR CERTIFICATIONS**

- Class A California driver's license (CDL) issued by the State Department of Motor Vehicles (DMV) must be obtained within the first twelve (12) months of employment, and at minimum, possession of a Class C CDL and satisfactory driving record is required upon hire;
- Current District employees hired into this classification prior to October 1, 2018 who do not already possess a commercial CDL, may be requested to attain a Class A or Class B CDL, based upon assignments within this classification. At minimum, all current District employees must possess a Class C CDL;
- All employees in this classification are subject to regular review of the Department of Motor Vehicle driver's activity reports, and must maintain a satisfactory driving record;
- An employee in this classification performs "safety-sensitive functions" and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991;
- Depending upon assignment, completion of a District paid wildland fire academy or its equivalent within 12 months of employment; and
- Depending upon assignment, must possess, or obtain within twelve (12) months of employment a First Aid Certificate or its equivalent and Cardiopulmonary Resuscitation (CPR) Certificate.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

#### **ADDITIONAL PHYSICAL DEMANDS**

- Work while wearing protective clothing;
- Depending on assignment, a self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment;

- Exposure to potentially hazardous materials, chemicals, solvents, microbiological pathogens, pesticides, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: May 1978

Revised: April 2008; April 2017, August 2018, November 2021

Approved by: Human Resources Manager