Cabrillo College

UTILITY MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of unskilled and semi-skilled work in support of the College maintenance program; assists as a crew member on major maintenance and renovation projects; performs related duties as required or assigned.

CLASS CHARACTERISTICS

Positions in this class are characterized by the requirement to perform heavy physical labor and the necessity of driving vehicles to and from various campus locations. Although the work is not performed under immediate supervision, guidelines and work orders are provided, and supervision is available in nonroutine circumstances.

EXAMPLES OF DUTIES (Illustrative Only)

- Operates a garbage truck in the collection of trash and garbage
- Picks up trash at campus buildings and delivers garbage to the county landfill
- Picks up and loads recycled materials
- Stores such materials for delivery or pick up
- Operates fork lifts of various sizes in the course of the work
- Unlocks all campus doors each morning and raises the flag
- Works with and assists the maintenance staff in the repair and installation of a variety of equipment and facilities
- May independently perform minor maintenance, such as replacing lights, hanging mirrors, replacing locks and putting together furniture
- Picks up and delivers custodial supplies and equipment
- Delivers, sets-up and removes equipment and furniture for a variety of campus events, including community service activities
- Performs custodial duties as assigned
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Safe driving methods and techniques, particularly within confined areas
- Safety practices and equipment related to the work
- Basic custodial materials and methods
- Basic hand and power tool usage
QUALIFICATIONS (Continued)

Skill in:

- Safely driving College vehicles, including garbage truck in the collection of trash and garbage
- Safely performing heavy physical labor
- Completing assignments without immediate supervision
- Understanding and following written and oral directions
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess a valid Class B California drivers license or have the ability to acquire a Class B California drivers license within the first 6 months of employment
- Must be willing to participate in random alcohol and drug testing in accordance with Federal Department of Transportation guidelines and College policy
- Incumbents in this position are subject to the DMV Pull Notice Program
- Must possess strength and stamina to perform heavy physical labor and to lift and maneuver objects weighing up to 100 pounds, with assistance
- Must be willing to respond to emergencies in off-hours as necessary
- Must be willing to work outdoors in all weather conditions

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of the tenth grade and one year of custodial or basic maintenance experience.

Established: July 1991
Revised: August 19, 2002