

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Utility Worker

Unit: Maintenance & Operations

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Job Code: E1371
Original Date: 08/1983
Last Revision: 01/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 24

DEFINITION

Under the direction of an assigned supervisor or manager, perform a wide variety of unsupervised and semi-skilled maintenance and repair duties for district facilities and equipment. May assist skilled trades with routine and simpler duties.

EXAMPLE OF DUTIES

1. Perform routine semi-skilled maintenance and repair on HVAC, electrical, plumbing, carpentry, shelving, furniture, fixtures, and buildings requiring limited time duration. Perform handyman duties. May perform custodial services following skilled trades or contractor services. Change filters.
2. Inspect facilities, systems, and equipment. Monitor office spaces, classrooms, and other facilities for air quality using assigned meters.
3. Conduct inventories of equipment and parts at assigned facility; keep records of inventories as assigned. Maintain records of tests, maintenance, and repair services. Maintain, service, and repair electric carts, automobiles, and trucks.
4. Deliver supplies, equipment, furniture, and other materials. Stock, store, and shelve supplies, equipment, and other materials.
5. Perform a variety of general clerical tasks, including record keeping, filing, and scheduling. Operate a computer to enter or update data information systems; generate data, summaries, and reports.
6. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic understanding of carpentry, drywall, electricity, HVAC, masonry, painting, and plumbing.
- District organization, operations, policies, and objectives.
- Health and safety regulations.
- IAQ data recording procedures.
- Operation and use of computers and basic software applications necessary for area of specialty.
- Operation, maintenance, safety, and characteristics of a wide variety of hand/power tools and equipment used in the trades and handyman services.
- Record-keeping techniques.
- Safe driving practices.

Skills and Abilities:

- Lay out work and/or plan schedules under supervisor's direction.
- Maintenance and repair of tools and equipment.
- Meet schedules and timelines.
- Operate computers and basic software applications.
- Operate a variety of hand/power equipment, including chain saw, cut-off saw, reciprocal saw, angle saw, electric drill, air compressor, auger, shredder-grinder, and concrete mixer.

Perform manual labor.
Understand and follow oral and written directions.
Work cooperatively with others.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: one year general maintenance experience.

WORKING CONDITIONS

Physical Requirements:

Category I, including lifting, pushing and pulling, gripping, squatting, kneeling, reaching, bending, and twisting.

Environment:

Subject to less desirable extremes inside and outside. May travel from site to site. Requires considerable physical exertion, stamina and flexibility.