

BUILDING AND GROUNDS UTILITY WORKERDEFINITION

Under general supervision performs routine custodial duties and specialized grounds maintenance; operates and services mechanical systems, and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a wide variety of duties - a combination of custodian, grounds person, maintenance-type functions. A higher degree of technical skills and abilities for operation and limited maintenance of mechanical systems and equipment is required than found in other maintenance classes.

ESSENTIAL FUNCTIONS

Performs custodial duties as outlined in custodian class specification.

Performs general grounds maintenance work.

Sweeps walks and picks up papers.

Keeps hose, supplies, tools, and equipment in proper condition and repair.

Plants, cultivates, waters, and sprays ornamental plants, shrubs, hedges, trees, and flowers.

Fertilizes, waters, and cares for lawns, using hand and power mowers.

Trims trees, hedges, and shrubs.

Prepares and treats soil for planting, spades and fertilizes flowerbeds, and sets out plants.

Aides in keeping assigned areas free from pests and plant diseases.

Rakes leaves and hoes weeds.

May be required to drive a truck or operate other vehicles and specialized equipment.

Operates, services, and performs repairs to sprinkler systems.

Sees that rooms are set up for special events and needs.

Reports needed repair work to proper authorities.

Performs minor repairs and adjustments to building fixtures and equipment.

Operates and checks low-pressure boilers, lights, and gas heaters as needed.

Inspects buildings for fire, sanitary, and safety hazards, and makes reports.

Distributes supplies and performs miscellaneous duties as required.

May include maintenance and operations functions at a swimming pool.

Maintain, layout, strip, clean and set up sport fields

Operates, services, and performs minor repairs to tools and equipment.

Assist maintenance tradesmen as required

QUALIFICATIONSKnowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment; heating and ventilation systems; sprinkling systems; gardening materials, tools, and equipment, and of their use and care.

Ability to:

Understand and follow a work schedule and verbal and written directions; perform general gardening and grounds-keeping work; repair and maintain gardening tools and equipment; work cooperatively with others in the course of work; perform minor repair and maintenance work in building spaces and on equipment; repair and maintain sprinkler systems; perform minor repairs and maintenance and adjustments to low pressure boiler; perform heavy manual labor; correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 90 pounds in an employee entrance evaluation.

Experience:

Two years of experience in custodial, gardening, grounds, maintenance, or related work.

Education:

Equivalent to completion of the twelfth grade.

License:

Must maintain valid California driver's license. Class A Desirable, Pesticide Applicators License with proper endorsements Desirable