

BUILDING AND GROUNDS UTILITY WORKER

DEFINITION:

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

QUALIFICATIONS:

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

DISTINGUISHING CHARACTERISTICS:

This position is characterized by a wide variety of duties - a combination of custodian, grounds person, and 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 hoses, 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.
- Aids in keeping assigned areas free from pests and plant diseases.
- Rakes leaves and hoes weeds.
- Clean and Remove leaves and debris from storm drains, roof drains, and gutters.
- Replace HVAC filters.
- 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.
- Maintains, lays out, strips, cleans, and sets up sport fields
- Operates, services, and performs minor repairs to tools and equipment.
- Assists maintenance tradesmen as required

Knowledge:

Knowledge 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.

Revised: 10/20/92, 1/10/02, 10/19/06, 2/03/07, 06/18/2020

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Ability:

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 50 pounds in an employee entrance evaluation.