

Range: 26  
Hours: 8  
Week: 40  
Months: 12

SHASTA-TEHAMA-TRINITY  
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Utility Worker

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of utility functions by assisting in the general maintenance and cleaning of campus buildings, grounds, and facilities and by assisting in warehouse and delivery operations. May also assist with skilled trades including pool and laundry work. Employees in this classification receive general supervision within a framework of standard policies and procedures.

SUPERVISOR: Director of Physical Plant or designee

TYPICAL DUTIES:

- Performs a variety of custodial, warehouse, and delivery functions as well as semi-skilled duties in maintenance and pool operations as assigned by supervisor.
- Picks up and delivers supplies, furniture, equipment, and mail.
- Assists in the monitoring and maintenance of solid waste diversion and recycling.
- Provides training and supervision to student workers assisting with the sorting of solid waste and recyclables.
- Sets up, moves, and arranges furniture, equipment, etc. for offices and special events.
- Assembles and delivers prefabricated furniture as assigned.
- As assigned by supervisor, assists in major maintenance and repair projects through oversight of skilled trades' personnel.
- Assists with warehousing operations including receiving, recording, and taking inventory of supplies; operates a forklift as needed.
- Performs custodial tasks including emptying trash and recycling receptacles, cleaning restrooms, and sweeping/cleaning walkways, athletic courts, and general facilities.
- Maintains security of campus buildings and grounds makes routine checks, locks buildings, etc.
- Performs other related duties similar to the above in scope and function as required.

## EMPLOYMENT STANDARDS:

### POSSESSION OF:

- A valid and appropriate California Driver's License
- A valid Fork Lift Operators Certification-(Must obtain within six months of date of hire.)

### KNOWLEDGE OF:

- General facility maintenance processes and procedures. in an institutional setting.
- Warehousing operations and methods.
- Hazardous Communications and MSDS processes and procedures.
- Basic pool testing and monitoring.
- Modern cleaning methods, and safe use of materials, tools, chemicals, and equipment used in custodial operations
- Safe use of hand tools and basic power tools used in semi skilled maintenance operations.
- Safe driving practices and policies.

### ABILITY TO:

- Obtain a valid Fork Lift Operator's Certification.
- Perform a variety of delivery and general utility duties with skill and efficiency
- Read and write at level required for successful job performance
- Safely perform duties at varying heights (ladders, scaffolding, aerial lifts, roofs etc..)
- Understand and follow oral and written instructions
- Safely and effectively use and apply cleaning agents.
- Work safely and effectively in a maintenance environment.
- Lift and carry up to 75 pounds.
- Establish and maintain effective work relationships with those contacted in the performance of all required duties
- Meet the physical requirements necessary to safely and effectively perform required duties

EDUCATION/EXPERIENCE:

- High school graduation or equivalent
- A minimum of one year experience in general facilities maintenance and custodial/janitorial operations. Experience in shipping, receiving, warehousing, and delivery functions is desirable.