

## UTILITY WORKER

NATURE OF WORK IN THIS CLASS:

Performs a wide variety of manual and semi-skilled work involved in the construction, maintenance and repair of buildings and grounds.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Performs minor electrical, plumbing, painting, and carpentry maintenance and repair work on buildings and grounds.

Performs a variety of light clerical work in a stockroom by receiving, storing, and issuing tools, supplies and equipment; performs custodial work, grounds work and other similar manual work, such as transporting furnitures, equipment, materials, and supplies.

Operates light trucks, lawn mowers, and a variety of hand power tools.

Applies safe work practices on the job.

Maintains work records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and perform general construction, maintenance and repair work on buildings and grounds.

Ability to perform a variety of light clerical work and maintain a small stockroom.

Ability to perform custodial, grounds, or other similar/manual work.

Ability to operate light trucks, lawn mowers, and a variety of hand and power tools.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain work records.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Six months of general maintenance work; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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Civil Service Commission