

UTILITY WORKER LEADER

NATURE OF WORK IN THIS CLASS:

Leads and 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).

Leads and performs minor electrical, plumbing, painting and carpentry maintenance and repair work of buildings and grounds.

Leads and participates in a variety of light clerical work, such as receiving, storing and issuing tools, supplies, and equipment from a stockroom; performs custodial, grounds and other similar work.

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

Estimates time and materials needed for work projects.

Insures that materials and equipment are properly maintained and that replacements are available.

Applies and enforces safe work practices on the job.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the general methods, tools and materials used in the construction, maintenance, and repair of buildings and grounds.

Ability to lead the work of others.

Ability to estimate the time and material costs for work projects.

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

Ability to apply and enforce 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 records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

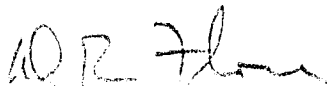
(a) One year of experience as a utility worker or equivalent work;
or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission