

UTILITY WORKER

Definition:

Under supervision, to receive, store, transport and deliver office furniture, equipment and supplies; to make minor building repairs; to do custodial work as assigned; to perform a variety of semi-skilled manual tasks; and to do related work as required.

Essential Functions:

- Receives, loads and unloads, unpacks, moves, stores and delivers office furniture, equipment, and supplies.
- May drive light truck, dump truck, fork lift, or other apparatus in performance of moving duties.
- Sweeps, scrubs, and waxes floors.
- Dusts and polishes furniture and woodwork.
- Replenishes supplies.
- Empties and cleans waste receptacles; washes windows and walls.
- Turns out lights and locks doors and windows.
- Maintains equipment and materials used in the work.
- Makes minor repairs and reports the need for other repairs.
- Assists in delivering materials during emergencies such as those needed in fire camps.
- Prepares and maintains records; prepares simple written reports.
- Performs other related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent AND one (1) year of experience in furniture moving, general repair work of buildings, fixtures and equipment, or custodial work. Experience in the operation of electric and/or gas powered fork lifts may be required.

Possession of a valid California Class C Driver's License prior to the time of appointment is required. A Class B license may be required depending upon assignment.

Knowledge of: methods, materials, and equipment used in furniture moving and custodial work.

Ability to: lift and move heavy objects; understand and follow oral and written instructions; perform basic arithmetic, including percentage; prepare simple written reports; prepare and maintain records and logs; and plan and schedule work activity.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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