



# Marina Coast Water District

11 Reservation Road, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

## UTILITY LABORER

### DEFINITION

Under general supervision, responsible for performing (at a semi-skilled level) general building and grounds maintenance and repair work; to keep assigned areas and buildings in a clean, neat and orderly condition; to perform a variety of tasks relative to assigned area of responsibility.

### ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may/not performs all these tasks and/or may perform similar related tasks not listed here:

- Cleans and removes debris and trash from parking lots, buildings and yards; washes vehicles and cleans interiors; pressure cleans heavy equipment, trucks and tools
- Changes oil, fluids, filters, batteries, and fuses in vehicles;
- Cleans spills and breakage, washes, vacuums, sweeps, mops and dusts; sets up and takes down meeting equipment; picks up, delivers and moves boxes, furniture, supplies, parts and materials. Requisitions supplies for restocking. Inspects for safety hazards or maintenance needs, prepares and submits work orders;
- Sweeps paved areas, curbs, and gutters; cleans debris from drains and catch basins, seeds, mows and trims grass, cuts and pulls weeds, trims, prunes, and plants bushes and trees. Irrigates and applies fertilizer. Prepares new landscaped areas, installs irrigation systems; identifies pest and weed control needs of grounds surrounding operations and remote pump stations;
- Identifies and obtains materials, supplies and equipment needed to accomplish maintenance and repair projects. Prepares walls, ceilings and floors, metal, asphalt and cement surfaces for repairs, alterations and painting. Digs holes and trenches, cuts and removes existing wood and metal materials and structures;
- Blasts, sands and patches surfaces. Mixes, sprays and brushes paint to interior and exterior surfaces of buildings, paved and cemented areas, tanks, metal equipment and fences;
- Cleans hallways, offices, lobbies, ceilings and ceiling fans, light fixtures, interior glass, blinds, doors; wash windows, mirrors and walls; empties, cleans and sanitizes waste receptacles and ash trays; replaces light bulbs and tubes;
- Sweeps, vacuums, mops, waxes, strips and polish floors; vacuums and shampoos carpets and rugs;
- Performs other assigned work consistent with the responsibilities of the classification.

## QUALIFICATIONS

### Knowledge of:

- Methods, materials and tools used in building maintenance and construction, landscape maintenance, and irrigation systems;
- Techniques used for servicing vehicles, power tools and equipment in routine building and repair;
- Cleaning supplies, equipment and custodial methods;
- Proper materials and procedures used for cleaning purposes;
- Basic tools used in routine building and equipment maintenance and repair;

### Ability to:

- Clean and care of assigned area and facilities;
- Perform minor building maintenance and repair work;
- Use a variety of custodial equipment, supplies and materials;
- Exhibit a high customer service priority;
- Understand and follow oral and written directions;
- Work independently in the absence of supervision;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Purchase and inventory supplies;

## Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

One year of building and grounds maintenance experience. Minor vehicle servicing is preferred.

### Education/Training:

High School diploma or equivalent

### License of Certificate:

Possession of an appropriate, valid driver's license.

## Working Conditions

Field environment; travel from site to site; exposure to potentially hazardous chemicals.

### Physical Conditions:

Essential functions may require maintaining physical condition necessary for heavy, moderate or light lifting up to 50 pounds; walking, standing, squatting, kneeling, or sitting for prolonged periods of time; bending; ascending and descending ladders and exterior walkways; visual and mental acuity.

***FLSA Status: Non-exempt eligible for overtime  
Bargaining Unit: MCWD Employees Association***