

City of South San Francisco  
Human Resources Department

**Plant Utility Worker**  
Class Description

**Definition**

Under general supervision, performs a variety of unskilled and semi-skilled tasks involved involving the general maintenance and care of the water quality control plant and related facilities and grounds; and performs related work as required.

**Distinguishing Characteristics**

This class performs a variety of both unskilled and semi-skilled manual tasks and may operate trucks and other light equipment, but the equipment is used for tasks that are largely repetitious in nature.

**Typical and Important Duties**

1. Cleans the inside and outside of plant facilities and buildings.
2. Performs general grounds maintenance work, including watering and mowing.
3. Uses a variety of hand and power tools to prepare wood and metal surfaces for painting and reconditioning.
4. Cleans water quality control equipment and facilities.
5. Maintains inventory of cleaning supplies.
6. Performs facilities maintenance tasks including painting and the minor repair and maintenance of facilities.
7. May assist mechanics with the repair and maintenance of plant equipment.
8. Responds to emergencies.
9. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
10. Perform related duties and responsibilities as assigned.

**Job-related Qualifications**

*Knowledge of:*

- Use and purpose of various hand tools employed in basic repair work.
- Vehicles and equipment and their uses.
- English usage, spelling, grammar, and punctuation used in report writing.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.
- Principles and practices of customer service.
- Basic office equipment, methods, procedures, and computer hardware and software.

*Ability to:*

- Perform semi-skilled tasks in the construction, repair, and maintenance of water quality control facilities and grounds.
- Understand and carry out oral and written directions.
- Safely handle chemicals and other materials.
- Effectively and safely perform a variety of semi-skilled and unskilled tasks.

- Use a variety of hand and power tools, and operate light motorized equipment.
- Operate a variety of vehicles.
- Take a proactive approach to customer service issues.
- Understand and carry out oral and written directions.
- Work in a safe manner, following City safety practices and procedures; safely handle hazardous materials; identify, correct, and report safety hazards; and administer first aid.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimal supervision.
- Communicate effectively in writing and orally, and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using tools and instruments properly and safely.
- Operating light power-driven equipment
- Driving a truck and forklift safely and competently.
- Performing heavy manual labor.
- Operating a personal computer and a variety of software applications, including SCADA software, and preventative maintenance programs.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience:* One year of experience as a laborer or in general maintenance.

*Training:* Equivalent to graduation from high school.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.
- Possession of, or ability to obtain and maintain a Forklift certification by the end of the probationary period.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb stairs and ladders; lift and carry 75 pounds; maintain sustained posture for prolonged periods of time; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; smell to distinguish odors.

*Work Environment:* Work in a standard office, shop, or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, odors, mechanical hazards, electrical hazards explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work shifts including weekends, nights, and holidays; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for unusual hours in emergencies.

Approved: September 2013  
Revised Date: July 1995, May 2001, January 2003, June 2003, October 2012  
Abolished:  
Former Titles: Maintenance Worker I – WQCP, Utility Worker  
Bargaining Unit: Operating Engineers  
ADA Review: April 1995, 2003, September 2013  
DOT: Yes  
Physical: Class 2  
Status: Classified/Non-exempt  
EEOC Category: EF13/EJ8  
Job Code: D125

**ADA Documentation of Essential Duties**

1. SDE
2. SWE
3. SDE
4. OAE
5. MAE
6. OAE
7. MAE
8. OAE
9. SDE
10. SAE