

UTILITY WORKER SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in 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).

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

Directs and participates in custodial, grounds, and other similar manual work.

Applies and enforces safe work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

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.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

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

Ability to estimate the time and materials needed for work projects.

Ability to insure that materials and equipment are properly maintained and that replacement parts are available.

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

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

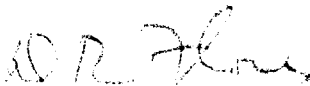
(a) Two years of experience as a utility worker or equivalent work;
or

(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