

Water Authority Position Description

GENERAL SERVICES WORKER-CDL

Status	Position Code	Level	Date
APPROVED	GSWC	B20	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

PERFORM MAINTENANCE AND CLEANING OF WATER AUTHORITY BUILDINGS AND FACILITIES TO INCLUDE GENERAL CUSTODIAL TASKS, LANDSCAPING, AND MINOR PLUMBING AND ELECTRICAL REPAIRS.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS SIX (6) MONTHS GENERAL MAINTENANCE, LIGHT CONSTRUCTION/REPAIR OR GENERAL CUSTODIAL WORK EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A NEW MEXICO COMMERCIAL DRIVER'S LICENSE - CLASS A
MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER.

SUPERVISION RECEIVED/EXERCISED

RECEIVE SUPERVISION FROM ASSIGNED SUPERVISOR.

ESSENTIAL FUNCTIONS

1. PERFORM CLEANING AND ROUTINE MAINTENANCE OF WATER AUTHORITY FACILITIES INCLUDING GENERAL CUSTODIAL TASKS AND MINOR PLUMBING, CARPENTRY AND ELECTRICAL REPAIRS.
2. PERFORM GENERAL JANITORIAL AND CUSTODIAL DUTIES. SWEEP, MOP AND BUFF FLOORS. VACUUM AND SHAMPOO CARPETS. CLEAN WINDOWS, MIRRORS AND REST-ROOMS.
3. MAINTAIN AUTHORITY BUILDING AND FACILITY GROUNDS. WATER PLANTS AND LAWNS, TRIM SHRUBS, PLANT TREES, PROGRAM IRRIGATION SYSTEM CONTROLLERS.
4. CONDUCT OR ASSIST IN GENERAL MAINTENANCE AND LIGHT CONSTRUCTION ACTIVITIES BOTH INDOORS AND OUTSIDE. TAPE DRYWALL AND PAINT INTERIOR AND EXTERIOR WALLS USING ROLLERS AND BRUSHES. INSTALL CONDUIT, AND ELECTRICAL CABLE.
5. PICK-UP AND DELIVER EQUIPMENT AND MATERIALS.
6. OPERATE LIGHT, MEDIUM, AND HEAVY VEHICLES AND EQUIPMENT.
7. ADHERE TO ALL SAFETY POLICIES AND PROCEDURES. MAY HANDLE HAZARDOUS CHEMICALS.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED

PREFERRED KNOWLEDGE

GENERAL FACILITIES MAINTENANCE TASKS INCLUDING MINOR PLUMBING, WOODWORKING, AND ELECTRICAL METHODS AND TECHNIQUES
METHODS AND TECHNIQUES OF GENERAL CONSTRUCTION INCLUDING CARPENTRY AND CEMENT-FINISHING TASKS
METHODS AND TECHNIQUES OF GENERAL JANITORIAL AND CUSTODIAL WORK
OPERATIONAL CHARACTERISTICS OF BUILDING-MAINTENANCE EQUIPMENT, VEHICLES AND TOOLS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES

PREFERRED SKILL/ABILITY

INDEPENDENTLY PERFORM A VARIETY OF ROUTINE FACILITIES-MAINTENANCE WORK INCLUDING MINOR REPAIRS, LIGHT CONSTRUCTION AND GENERAL CUSTODIAL TASKS
OPERATE A VARIETY OF FACILITIES-MAINTENANCE EQUIPMENT, VEHICLES AND TOOLS IN A SAFE AND EFFECTIVE MANNER
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

INDOOR AND OUTDOOR FACILITIES MAINTENANCE; EXPOSURE TO ELECTRICAL ENERGY, NOISE, DUST, GREASE, SMOKE, FUMES, GAS AND INCLEMENT WEATHER CONDITIONS.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS MODERATE TO HEAVY LIFTING AND CARRYING; BENDING, STOOPING, KNEELING AND CRAWLING; WALKING AND STANDING FOR PROLONGED PERIODS; AND OPERATING MOTORIZED VEHICLES AND EQUIPMENT. MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES