

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Utility Worker
POLICY NUMBER: 2324

Issue Date: 9/22/1999
Revised:

2324.1 General Job Description

Under general direction, the Utility Worker provides support service and assistance to all instructors and staff of the JPA. The Utility Worker's duties will include, but are not limited to performing light facilities maintenance, set-up/ dismantle classrooms and training props, pickup/deliveries, and other duties necessary to meet the business needs of the JPA facilities.

2324.2 ESSENTIAL JOB FUNCTIONS:

- (a) Maintain stationery, lavatory and utility inventories.
- (b) Performs light facilities maintenance, which may include but not limited to replacing light bulbs, furnace filters, missing screws and/or bolts, and other light facility cleaning and repair.
- (c) Maintain supplies for classrooms and office.
- (d) Assure functional readiness of printers, FAX and copy machines by maintaining operational paper levels.
- (e) Set up JPA Classrooms and meeting rooms as directed.

2324.3 ADDITIONAL JOB FUNCTIONS:

- (a) Pickup/delivery of mail and other material as requested.
- (b) Performs other duties or tasks as assigned by the instructors or JPA administration or designee in meeting and achieving the goals, objectives and policies of the JPA.

2324.4 QUALIFICATIONS:

2324.4.1 AGE:

Must be at least 18 years of age.

2324.4.2 EDUCATION:

Possess a high school diploma or equivalent GED certificate.

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2324.5 ABILITY TO:

- (a) Effectively communicate in oral and/or written form.
- (b) Operate communication equipment including two-way radio and public telephone.
- (c) Establish and maintain a harmonious and effective working relationship with other employees and the public.
- (d) Work independently to resolve problems.
- (e) Maintain integrity, honesty, reliability and cooperation.
- (f) Adhere to all policies of the JPA.

2324.6 PHYSICAL REQUIREMENTS:

Maintain physical ability and stamina to meet the essential job functions, which include as a minimum:

- (a) Relocate materials with weights up to 60 pounds.
- (b) Stand, sit, stoop, bend, squat, reach, grasp.
- (c) Operate and communicate over a public address system.
- (d) Shall not pose a direct threat to self, other individuals in the workplace or the public.
- (e) Possess and maintain a valid Class "C" or appropriate California Driver's License and certification.