

Class Specifications  
for the Class:UTILITY WORKER  
BC-03; BU:01Duties Summary:

Performs heavy lifting and other strenuous tasks as a major assignment; performs a variety of work activities in more than one of the following: janitorial, grounds keeping, and simple building maintenance repair work; laundry and dietary tasks and other related duties as assigned.

Distinguishing Characteristics:

A position in this class is located within a unit, which provides centralized support services to other organizational units.

The work involves the performance of heavy lifting of furniture and equipment as a major work assignment and/or a combination of the following tasks:

1. Operating a light truck to pick up and deliver supplies, equipment and tools and transport fellow workers;
2. Performing a variety of janitorial, grounds keeping, and minor maintenance/repair work in situations where janitorial/custodial staff normally assigned to maintain the particular facility is insufficient, due to the extensive nature of clean-up, or the urgency of repair required resulting from events such as vandalism, fire, flood, storms and hurricanes. Such work tasks include: (1) cleaning places and equipment which are not easily accessible; (2) operating heavy-duty industrial cleaning equipment; (3) performing simple building maintenance and repair work not requiring a trade skill; and (4) operating, maintaining and performing minor servicing on select janitorial equipment not requiring a trade skill.
3. Assisting the dietary unit by performing simple dietary tasks which includes but are not limited to, the preparation of raw and processed food for cooking and serving of meals in an institution or hospital setting.
4. Performing simple tasks in the laundry unit, such as hand ironing and operating of mangles and dryers.
5. Perform various simple sewing tasks.

Examples of Duties:

Performs heavy manual laboring tasks such as lifting, loading and moving furniture, equipment, tools, supplies and other materials; dismantles and assembles shelving,

counters and bookcases and other types of furniture; operates a light truck to transport supplies, equipment and fellow workers; operates heavy duty cleaning equipment such as vacuum cleaners, scrubbing machines, floor polishers and high power sprayers; cleans buildings, offices, lavatories and other facilities using acid and solvent type cleaners; operates a power saw to cut and remove fallen branches and debris; makes minor maintenance repairs not requiring a trade skill such as boarding up broken windows and doors, securing loose boards, and tightening leaking faucets and pipes; hangs and removes curtains and draperies; cleans gutters and flat roofs, windows, transoms, electrical fixtures and other places which are not easily accessible; cleans, mops, disinfects and services lavatories and restrooms; mops and waxes floors; arranges chairs, tables and other furniture for scheduled activities; may remove spots and stains from carpets or operates a shampoo machine to clean carpets; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other facilities and equipment; operates grounds maintenance equipment such as lawn mowers, power and hand clippers, and trimmers; operates selected janitorial equipment; may assemble pantry foods, cleans and slices vegetables, and sets up meal trays; assembles salads, desserts, and sandwiches; prepares toast, beverages, and other simple foods such as poi, rice, and cereals; portions out individual servings in the kitchen or cafeteria tray lines; weighs servings and assembles weighed diets; receives, checks, and stores incoming supplies; sweeps and mops kitchen and dining room areas; washes and dries pots, pans, plates, and other kitchen utensils and equipment; cleans refrigerators, stoves, and other kitchen equipment and appliances; or receives, checks, and sorts incoming laundry; hand washes delicate fabrics; irons by hand or machine; folds linens, blankets, bath towels and other laundered items; may operate washers under supervision; may operate delivery trucks in collecting and distributing laundry; may mend and do simple sewing; may assist in the preparation of laundry solutions.

Knowledge and Abilities Required:

Knowledge of: Cleaning methods, materials and equipment; basic grounds maintenance practices; use of common hand tools; basic laundry work; preparation of raw and processed food to be cooked, methods, materials, and equipment used in cleaning kitchen equipment, appliances and utensils; kitchen safety and sanitation requirements; personal hygiene; sewing, mending, and alteration methods; the operation and care of power sewing, buttonhole and cutting machines; techniques used in cutting and drafting patterns.

Ability to: Understand and follow oral and written instructions; perform heavy lifting, moving or other manual work typical of the class; clean and make minor maintenance and repairs to buildings, grounds and other facilities; operate heavy industrial type cleaning equipment; operate hand and power equipment; learn to operate select janitorial equipment and perform simple minor maintenance on the equipment; operate

a light truck; and deal tactfully with others; or sort and fold laundry; iron; learn to operate laundry equipment; learn quantity cookery; operate kitchen equipment and appliances; measure food servings and serve food; tolerate kitchen heat and noises.

-----

This is an amendment to the class specification for the class UTILITY WORKER, effective September 11, 2023.

-----

This is the first amendment to the class UTILITY WORKER, effective September 1, 2002.

-----

This is the first specification for the new class UTILITY WORKER. Effective Date: March 1, 1987

-----

DATE APPROVED: September 11, 2023

\_\_\_\_\_  
JUANITA LAUTI  
VP & Chief Human Resources Officer