



ROWLAND WATER DISTRICT

GENERAL SERVICES WORKER

Definition

Under the general direction and supervision of District management, this position plans, organizes, and self manages work assigned by the District management team. This non-exempt position coordinates and/or performs general operations and semi-skilled level maintenance of District facilities, vehicles and equipment; organizes the operations and functions associated with receiving, warehousing, and distribution of supplies, parts, and equipment; maintains fleet operations and coordinates fleet maintenance programs; oversees contractual landscape and facility maintenance services; and performs related duties as required.

Example of Duties -- Duties may include, but are not limited to, the following:

- Assists management team in performing, coordinating and documenting preventive maintenance services for the District building, grounds, vehicles, and equipment.
- Performs activities necessary to the general operation and maintenance of District buildings and remote facilities. Plans and organizes the receiving, warehousing, and distribution of District materials, supplies, parts, and equipment. Advises management team of warehousing and inventory needs.
- Oversees, evaluates and reports performance of routine and scheduled landscape maintenance services.
- Responsible for scheduling and facilitating necessary repairs and routine preventive maintenance services for District buildings, grounds, vehicles, and equipment.
- Oversees and reports performance of vendors and contractors that provide support services to buildings, grounds, vehicles, and equipment (i.e. HVAC, Plumbing, Electrical, Janitorial, Landscape Maintenance, etc.).
- Assists or coordinates the setup and breakdown of District meetings or special events.
- Places orders for materials and supplies needed to maintain adequate inventory levels for District operations.
- Schedules and performs periodic inventory of warehoused materials and supplies.
- Schedules, coordinates and records deliveries and storage of fuel supplies for District vehicles and equipment.
- Schedules and facilitates regulatory testing and routine maintenance of fuel storage systems.
- Coordinates and records fleet operations and maintenance programs.
- Performs or coordinates shipping and receiving duties as necessary.
- Confers with and advises with management team on departmental purchasing needs.
- Establishes and maintains a variety of PC-based records and files.
- Attends safety meetings or other designated training sessions.

Typical Physical Duties

- Operates warehouse equipment such as forklifts and operates District vehicles in the course of conducting District business.
- Must be able to carry, push, pull, reach, and lift equipment, supplies, and parts weighing up to 90 lbs.
- Stoops, kneels, crouches, crawls, and climbs during the storage and distribution of equipment and supplies and during field labor work.
- Works occasionally in environments exposed to dust, dirt, mud, and significant temperature changes between cold and heat.
- Works occasionally in environments exposed to petroleum fuels, cleaning solutions, and water treatment chemicals.
- Communicates clearly by two-way radio.
- Communicates clearly by telephone, text or E-mail.
- Communicates clearly, both orally and in-writing, with District management, co-workers, vendors and contractors.
- Uses typical office equipment such as computers, tablets, copiers, and FAX/scanner machines.
- Stands and walks for extended time periods.
- Must have hearing, vision, and eye-hand coordination sufficient to safely operate equipment and to maintain good awareness while performing duties.

Ability to:

- Plan, organize, and direct the work of general services.
- Coordinate and direct the receiving, storage, and distribution of merchandise, equipment, and items at a centralized warehouse.
- Understand basic construction practices.
- Implement and maintain receiving, storage, inventory, and distribution systems.
- Effectively use various computer software programs, including word processing, spreadsheets, and asset management.
- Order materials, supplies and parts and maintain adequate inventory.
- Maintain a variety of records and prepare reports.
- Coordinate equipment shop operations with other District functions.
- Issue, receive, and comprehend oral and written communications.
- Professionally and knowledgeably communicate with District employees and members of the general public.
- Establish and maintain cooperative working relationships with co-workers.
- Safely and responsibly operate a District vehicle.
- Analyze and solve problems.
- Understand and apply District policies and regulations and exercise sound judgment within established guidelines.
- Identify project and program needs and exercise initiative to carry out project assignments.
- Understand principles, practices, and procedures related to the shipping, receiving, and warehousing of items, parts, and equipment.
- Apply principles and practices of project coordination.
- Understand techniques of parts, equipment, and material storage.

Ability to (continued):

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop.
- Evaluate equipment needs and requirements of the District.
- Establish, perform and evaluate preventive maintenance programs.
- Properly use tools and equipment to accomplish assigned duties or projects.
- Understand applicable rules and regulations required to work safely and efficiently.
- Understand District policies, procedures, rules, and regulations.

Special Requirements

- Ability to pass a pre-employment physical, including a pulmonary function test and drug screening. Must pass periodic medical re-evaluations, determining fitness for respirator use.
- Valid California Driver's License - Class "C". Must maintain an acceptable driving record as determined by the District's insurance carrier, free of multiple or serious violations or accidents for a minimum, two (2) year duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.
- Telephone communication service at all times.
- Ability to obtain State of California, Division of Drinking Water, operator certification.
- The District will also conduct a comprehensive pre-employment background investigation.
- In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.
- This position serves a mandatory six (6) month probationary period.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

Strong working knowledge of public water systems and related operations is highly desirable.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, the General Services Worker will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, the General Services Worker shall be considered a "non-exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date