

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **BUILDING & GROUNDS WORKER I / II**

GRADE LEVEL: E14 / E20

SUPERVISOR TITLE: Field Distribution Operator Foreman – METER/AMR

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate progressing to general supervision, to perform a variety of facilities and landscape maintenance duties. Position may assist in the Meters / AMR Department to handle meter testing in the field

CLASS CHARACTERISTICS





Building & Grounds Worker I

This is the entry-level position in the Building & Grounds Worker class series. Positions assigned to this level perform limited or routine building maintenance and landscape maintenance duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit


Building & Grounds Worker II

This is the journey level position in the Building & Grounds Worker class series. Positions assigned to this level perform a full range of building maintenance and landscape maintenance duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Perform regular building maintenance including cleaning all District facilities
-  Perform general facilities projects such as painting, basic plumbing and construction repairs
-  Perform general landscape inspections and minor repairs maintenance to District facilities including repair, installation and monitoring of sprinkler systems; re-stripe parking lots and repair fenced areas
-  Perform related duties as assigned



In addition to the above duties, when assigned to METERS/AMR:

-  Assist with conducting meter bench tests to AWWA specifications, when requested, and to field test meter sizes $\frac{3}{4}$ " – 12"



QUALIFICATIONS

Building & Grounds Worker I

Knowledge of:

-  Basic cleaning techniques
-  Basic landscaping techniques

Ability to:

-  Operate a variety of hand and power tools
-  Follow written and/or oral instructions




SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) to two (2) years of landscaping or general maintenance duties

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties



Licenses and Certificates:

-  Valid California driver's license, required
-  First Aid, Traffic Control, and Forklift Certificates, required or obtain within one (1) year
-  Grade D1 Water Distribution Certificate - SWRCB, desirable



*In addition to the qualifications for **Building & Grounds Worker I:***

Building & Grounds Worker II

Knowledge of:

-  Basic Irrigation systems
-  Basic building maintenance

Ability to:

-  Operate heavy equipment including skip loader, forklift and weed-eater
-  Diagnose and repair routine facilities/landscaping problems






SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible experience in a related field, or two years as a Building & Grounds Worker I

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required to satisfactorily perform the assigned duties, supplemented by specialized training in facilities/landscape maintenance

Licenses and Certificates:

-  Valid California driver's license, required
-  Forklift Operator Certificate, required
-  First Aid Certificate, required
-  Traffic Control Certificate, required
-  Grade D1 Water Distribution Certificate - SWRCB, desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS (I/II levels)

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Stand and walk for extended periods
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS (I/II Levels)

- ✎ Willingness to work nights, weekends and overtime, as necessary
- ✎ May also be required to serve on standby duty as assigned by management

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date