

JURUPA COMMUNITY SERVICES DISTRICT GENERAL LABORER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Operations Manager, performs a variety of tasks associated with the day-to-day operations and functions of the administrative office, the field and conducts graffiti removal in designated areas.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

Removes graffiti from the public rights-of-way within the various designated areas of the District's service area by way of pressuring washing and various other methods as applicable.

Ensures that there is an adequate supply of lunchroom supplies, such as, but not limited to, plates, napkins, utensils, coffee, creamer, sugar, paper towels etc.

General pick-up and delivery, as required.

Pick-up and drop off various fleet vehicles for any outside maintenance, as required.

Pick-up and drop off mail at the Post Office.

Pick-up and drop off materials and supplies for warehouse.

Collect recycle paper from Administration office and take to the warehouse.

Ensure all printers are loaded with paper.

Provide other assistance as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Possession of a High School Diploma, or G.E.D. equivalent.

Knowledge and Skill Levels

Operate a pressure washer
Match paint samples and paint with a brush or roller
Perform multi-tasks on a routine basis.
Take and understand direction.
Read a road map.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this position.

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; sit for extended periods of time; have hearing and vision within normal ranges; hold hand tools, paint brushes and rollers for extended periods of time; carry, push, reach and lift up to 50 pounds; occasionally stoop, kneel or crouch; occasionally may work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances.

Special Requirements

Possession of a valid California driver's license Class C and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / NON-EXEMPT
Range 61