



June 2019
FLSA: Non-Exempt

UTILITY PERSON / TRUCK DRIVER (1 STEP)

DEFINITION

The Utility Person / Truck Driver classification encompasses two different positions that perform any one of the duties described under either position listed below on any given work day.

SUPERVISION RECEIVED AND EXERCISED

One of the employees in the Utility Person / Truck Driver classification reports to and receives supervision from the Operations Supervisor and the other employee in this classification reports to and receives supervision from the Maintenance Mechanic Supervisor.

CLASS CHARACTERISTICS

This is a non-exempt classification in the Operations and Facilities Maintenance departments. Work in this class involves primarily truck and trailer driving duties as well as performing preventative maintenance on equipment and plant facilities; forklift/bob cat operation; and assisting mechanics as required.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

POSITION 1: TRUCK DRIVER

- Operates a tractor-trailer equipped with an automatic transmission and trailer attachments to haul biosolids to and from a waste fill.
- Performs a pre-trip visual inspection of the truck including the tires, brakes, lights, fluids, etc.
- Disconnects and reconnects the trailer at the drop off site.

POSITION 2: UTILITY PERSON

- Utilizes a variety of tools including wrenches, ratchets, impact guns, screwdrivers, pliers, etc. to lubricate and perform preventative maintenance on a variety of equipment including cleaning or replacing pipes, belts, pumps, gear boxes, motors, shafts.
- Assists the Operators and/or Maintenance Mechanics as required.
- Cleans equipment including tanks, pipes, hardscapes, etc. Time spent cleaning hardscapes varies depending on the season (bird droppings increase during the winter).
- Cleans building windows, as needed.
- Operates a forklift to load/unload material.
- Operates a backhoe/loader to excavate or move material around plant, as needed.
- Operates a Bobcat to load/unload material and street sweeping attachment to clean plant and Ryder St. Basin.

QUALIFICATIONS

Knowledge of:

- Laws, ordinances, and safety regulations (city, state, and federal) pertaining to driving and operating various types of motor vehicles and other automotive equipment.
- Basic mechanics.

Ability to:

- Read, write, and perform simple arithmetic.
- Understand and carry out verbal and written instructions.
- Perform manual work requiring a moderate degree of manipulative skills and the use of some independent judgment and initiative under supervision.
- Read maps and follow written and oral directions; communicate orally and in writing.
- Operate a truck-trailer and heavy equipment skillfully; safely load and unload heavy and awkward equipment and materials; perform routine maintenance, checks, and inspections on vehicles and equipment.
- Use a computer and database for various functions of logging activities, logging loads, CMMS and digital communication.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:

Graduation from high school or equivalent. One (1) year of experience in driving Class A vehicles.

Licenses and Certifications:

Must possess a valid California Class A Driver's License at the time of application. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

PHYSICAL DEMANDS

[LINK to Utility Person / Truck Driver Physical Demands](#)

ENVIRONMENTAL CONDITIONS

Work may need to be performed in inclement weather.

ADDITIONAL INFORMATION

Disaster Service Worker:

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.