

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: **Job Description: General Laborer**

POLICY NUMBER: **2340**

Description: Entry level position, working under the direction of the Water / Wastewater Superintendent or their designee, performs maintenance tasks on District utilities and facilities.

Essential Functions and Duties

1. Perform Golf Links mowing and maintenance.
2. Read electric and water meters.
3. Assist in maintenance and operation of District utility plants
4. Assist in digging, back filling, and repairing roads and pavement.
5. Drive service vehicles, and various types of trucks.
6. Provide traffic control in the field.
7. Assist in the construction, maintenance and repair of District facilities.
8. Performs janitorial work for District facilities.

Secondary Functions (or ability to learn)

1. Approved by the General Manager and the Water / Wastewater Superintendent and Power Generation Superintendent, attend training that would qualify all personnel for on-call duties pertaining to the water/ wastewater and electrical departments.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.

Training and Experience

1. One year experience in general construction work, or equivalent is desired.

Special Requirements

1. May work odd shifts, weekends or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
2. Must live within one hour of Shelter Cove / District boundaries.

Licenses and Certificates

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment.
2. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.
3. Ability to obtain licenses that will prepare for upward mobility within the district.

Essential Physical Abilities

1. Pass a pre-employment medical examination and drug screening.
2. Lift and carry fifty (50) pounds.
3. Perform strenuous manual labor, often in inclement weather
4. Physically capable of repeatedly exiting and entering a vehicle in order to read electric and water meters.

Compensation and Benefits

1. Full time position.
2. Six month probationary period.
3. Fringe benefits package outlined in the RID/ IBEW Union MOU. See Exhibit "B-1", Hourly Wage Schedule.