



BODEGA BAY PUBLIC UTILITY DISTRICT

P.O. BOX 70 • 265 DORAN PARK ROAD • BODEGA BAY, CALIFORNIA 94923 TELEPHONE 707-875-3332
FAX 707-875-9610

UTILITY MAINTENANCE WORKER I

Definition/Summary

Under general supervision, this position performs general labor work in the maintenance, construction, and repair of District facilities and operates motor vehicles.

Essential Functions

- Cleans, washes, and stocks District service vehicles.
- Assists with a variety of maintenance, repair, and construction work on District facilities.
- Performs trench excavation and backfill work.
- Operates pneumatic, hydraulic, and gasoline powered tools such as pavement breaker, clay spade, tamper, vibrator, and compactor.
- Performs brush clearing, weeding, and basic landscape maintenance.
- Loads and unloads materials and equipment.
- Preps and paints pipes, equipment, and buildings.
- Reads water meters, notes irregularities encountered, and does related work.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Regularly attends and adheres to prescribed work schedule to conduct job responsibilities.

Other Duties

- May learn semi-skilled maintenance, repair, and construction work in an assigned work area.
- Receives delivered materials, records shipments and stores items.
- Responds to emergency repair requests.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Basic use of power tools and construction materials.
- Proper work safety standards.

Ability to:

- Perform heavy physical labor.
- Safely operate motor vehicles.
- Operate hand and power tools and equipment.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Pass pre-employment physical and background check.
- Ability to work weekdays, weekends, holidays and standby.

Typical Physical Activities

- Operates District vehicles and equipment in maintenance and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above ground.
3. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
4. Noise: Occasionally there are unusually loud sounds.
5. Slippery surfaces: Occasional work on unusually slippery surfaces.
6. Oil: Some parts of the body in contact with oil or grease occasionally.
7. Dust: Works in or around areas with minor amounts of dust.
8. Irregular Work Hours: Occasionally required to change working hours, work standby or overtime.

Desirable Qualifications

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

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: Desired certifications include: an Operator-In-Training Certificate issued by California State Water Resources Control Board, a Grade D1 Water Distribution Operator Certificate issued by California State Water Resources Control Board, a Grade T1 Water Treatment Operator Certificate issued by California Department of Public Health, and/or a Grade I Collection System Maintenance Certificate issued by California Water Environment Association.

Compensation: Starting @ \$27.16

Opening Date: 07/02/2026

Closing Date: Open until filled.

Applications and resumes must be received at the District office, 265 Doran Park Road, Bodega Bay, or PO Box 70, Bodega Bay, CA 94923, or email to j.ames@bodegabaypud.com

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Approved: 06/19/24