



EMPLOYMENT OPPORTUNITY
EXEMPT APPOINTMENT

CLASS: 7524 TITLE: INSTITUTIONAL UTILITY WORKER
(ml1)

SALARY: \$18.9125 - \$22.9375 Hourly

DEADLINE: NOVEMBER 13, 2009

POSTED: OCTOBER 30, 2009

JOB DESCRIPTION:

Laguna Honda Hospital's Plant Services Department is accepting applications for **one (1) as-needed** position in class 7524 Institutional Utility Worker.

Nature of Position:

This position requires occasionally disagreeable work conditions including working inside closed and dirty spaces.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

ESSENTIAL DUTIES:

Under general supervision, the Institutional Utility Worker performs a variety of manual and general labor tasks in connection with the operation and maintenance of institutional buildings and grounds and performs other related duties as required. The essential job functions include the following:

- Loads refuse onto trucks for transport to disposal sites;
- Operates a motor vehicle while transporting items;
- Performs minor repairs to motor equipment;
- Performs general maintenance duties;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

- 1a. One (1) year of experience in the maintenance of buildings and grounds; **OR**
1b. Six months experience in class 7524 Institutional Utility Worker; **AND**

2. Possession of a valid class C Driver's License.

Verification/Waiver: Verification of qualifying experience and licensure is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) a verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATIONS:

- Ability to lift heavy objects.
- Previous experience in an Institutional, Commercial, or Healthcare Facility.
- Some experience in electrical and/or mechanical equipment.

APPLICATION PROCEDURE:

Interested individuals must submit a resume and a City and County of San Francisco (CCSF) employment application to **Diana.Kenyon@sfdph.org**. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, Building 10, Ward 13, 1001 Potrero Avenue, LHH Human Resource Services, 375 Laguna Honda Boulevard, or from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*