

**LEAD UTILITY WORKER**

**CL:25**

**DEFINITION**

Under the direction of the Supervisor of Maintenance & Custodians, the Lead Utility Worker assists in scheduling and coordinating the work of maintenance, repair, alteration and construction of District buildings, equipment, utility systems and facilities; regularly inspects facilities and consults with supervisor, district administrators, and contractors to coordinate and prioritize work projects; does job related work as required.

**DUTIES**

Assists in Assigning utility workers duties; directs and assists in the maintenance and custodial care of all buildings and grounds, directs and assists in preparation and opening of facilities of school and district activities; Assures the proper and efficient maintenance, repair, and upkeep of buildings, grounds, and facilities; Inspects district buildings, equipment, utility systems, and facilities for safety issues and to determine needed maintenance and repair, to review work in progress and to assure proper completion of work orders and contracts; Consults with maintenance and custodial personnel and administrators to coordinate, prioritize, and schedule work projects; Coordinates set up for use of facilities; Cooperates with district personnel on the preparation of grounds for athletic/academic events; Assigns and reviews work and participates in the selection of new personnel as assigned; Assists in the development and preparations of work schedules; Operates a variety of tools and equipment; Assists in determining needed equipment, materials and supplies for district maintenance operations; Assists skilled maintenance personnel in the installation, construction, maintenance, and repair of buildings and facilities as needed; Prepares and maintains records, files, logs, and reports related to inventory, supplies, work requests, work performed, and safety issues;

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE:** Methods, materials, and equipment used in the construction and maintenance trades including carpentry, painting, glazing, plastering, locksmith and sprinkler installations; Methods, materials, and equipment used in the custodial trade; Building construction practices and laws governing the construction and repair of public buildings; Appropriate safety precautions and procedures and health and safety regulations; Proper methods of storing equipment, materials, and supplies.

**ABILITY:** Performs a variety of responsible duties related to maintenance and custodial operations and activities; Plans, organizes, schedules, assigns and reviews maintenance and custodial work and projects; Trains, and gives

input on proper repair and maintenance procedures and evaluates the work of others; Works independently with little direction; Communicates effectively both orally and in writing; Maintains detailed records and prepares reports; Establishes and maintains cooperative working relationships with others.

**EXPERIENCE:** Three years of Lead (or crew leader) experience in school custodial and/or maintenance work or five years of successful work experience in school maintenance work with increasing responsibility.

**EDUCATION:** Completion of the twelfth grade or equivalent.

**OTHER:** Possess a valid California motor vehicle operator's license

**NORMAL TERMS OF SERVICES**

Eight hours per work day, twelve months per year

**IMMEDIATE SUPERVIOR(S)**

Supervisor of Maintenance & Operations in Coordination with School Site Principal

**REPORTING SUPERVISOR**

Supervisor of Maintenance & Operations

**REVIEWING OFFICER**

Supervisor of Maintenance & Operations

**Pending IUSD Board Approval**