

UTILITY WORKER I

CL:17

DEFINITION

Under the general supervision of the Supervisors of Maintenance & Operations, this position is generally responsible for the maintenance and custodial care of all buildings and grounds located at the assigned school site.

DUTIES

Performs skilled and semi-skilled tasks in assisting skilled workers on work projects concerned with their specialties; Performs general repair and maintenance work on structures, related physical facilities, and equipment; Makes routine emergency repairs and adjustments to school buildings and facilities; Repairs doors and windows and makes simple installation of hardware; Installs shelving and bulletin boards; Makes repairs to desks, chairs, and other furniture and equipment; Removes and replaces faucets and fixtures and replaces washers and gaskets; Assists in making repairs on heating and ventilating systems; Assists in installing and repairing electrical systems; Installs electrical wall and floor outlets and switches where needed; Performs maintenance painting as necessary; Patches and prepares surfaces for painting; Paints cabinets and shelving; Lays out and stripes new parking spaces; May perform some rough carpentry and concrete work; May operate trucks or other equipment to pick up and deliver equipment and supplies, or as otherwise required in the performance of duties; Organizes, directs, supervises, and assists in support of school activities; Performs interior and exterior custodial tasks; Does general gardening to include watering and cutting grass, trimming shrubbery, etc.; May act as a watchman if assigned to after normal hour work shift; May assist administrators as directed in school security or may be assigned by supervisors; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATION

KNOWLEDGE: Knowledge of methods, materials, and equipment used in carpentry, painting, plumbing, electrical, mechanical, custodial, and gardening required in the school district.

ABILITY: Be able to carry out duties and responsibilities with minimal supervision; Coordinate and cooperate with supervisors, administrators, and school staff; Direct and supervise subordinates; Operate a variety of equipment from small basic tools to heavy equipment used in the district; Carry out oral and written instruction;

UTILITY WORKER I - IUSD

Possess stamina and physical strength in the performance of duties; Relate well to school students and public; Read and understand equipment and system manuals; Compute in basic arithmetic.

EXPERIENCE: The skills knowledge, and abilities listed above typically be acquired through attaining one year of experience in general construction and building maintenance work.

EDUCATION: Completion of the eight grade or equivalent.

OTHER: Posses a valid California motor vehicle operator's license.

NORMAL TERMS OF SERVICE

Eight hours per work day, twelve month per year.

IMMEDIATE SUPERVISOR(S)

Supervisors of Maintenance & Operations in Coordination with School Site Principal
REPORTING SUPERVISOR

Supervisor of Maintenance & Operations

REVIEWING OFFICER

Director of Maintenance, Operations & Transportation