I.U.S.D

DD P150.1

**UTILITY WORKER / SKILLED TRADES I**

CL:21

**DEFINITION**

Under general supervision, this position is generally responsible for assisting the Supervisor of Maintenance and Operations or designee in providing a variety of maintenance, construction, and repair work including assisting in the training of maintenance support personnel.

This position is responsible for maintaining facilities in safe operating condition; maintaining a preventative maintenance program; documenting information; and resolving immediate operational and/or safety concerns. When not occupied in the performance of the above duties, this position will perform other tasks as assigned.

**DUTIES**

Performs repair and maintenance of buildings and grounds; Serves as a painter, plumber, glazier, carpenter, and cabinetmaker; Performs routine inspections of facilities and grounds.

Makes routine and emergency repairs to buildings and facilities; Repairs, cleans and recondition equipment; Performs routine welding duties as directed; Repairs and replace fences and gates, doors and windows, floors, walls, and ceilings; Prepares surfaces for painting, including sanding, filling and priming; Apply paint or other protective or decorative material on a variety of surfaces; Repair, paint, refinish, and maintain desks, chairs, and other furniture; Repair or fabricate articles and structures of wood or related materials such as doors, partitions, counters and furniture; Repair and maintain such things as playground equipment, grease traps, vinyl tile, ceramic tile, roofs, gates and fencing; Apply roofing material and make minor roofing repairs.

Install and repair electrical wiring and fixtures; Replace fuses, fixtures, sockets, drop cords, outlets and switches; Perform preventive maintenance and repair of small equipment, lighting and signal systems; Perform general plumbing repairs such as replacing faucets, fixtures, washers and gaskets; Remove drain and line obstructions; Cut, thread and assemble pipe.

Maintain valves, fittings, ball cocks and other plumbing fixtures; Repair other items as required at school sites to provide for a safe and efficient environment; Use a variety of hand and power tools; Clean and maintain tools and equipment in proper working condition; Assemble and move scaffolding and platforms; Pick up and deliver a wide variety of furniture, appliances, computers, and other materials being moved, refinished, or donated; Operate tow vehicles to move trailers from site to site; Maintain routine records related to assigned activities; Work overtime in emergency situations; Carry and lift tools and equipment that weight up to 50 pounds; May assist administrators as directed in school security or student safety: Performs other duties reasonably related to the job class.

**MINIMUM QUALIFICATIONS**

KNOWLEDGE: Good knowledge of methods, materials, and equipment used in carpentry, painting, plumbing, electrical, mechanical, custodial, and gardening required in the school district; knowledge of the applicable codes and regulations; safe work practices.

ABILITY: Be able to perform a variety of maintenance repairs covering several trades at the skilled to semi-skilled level; Carry out duties and responsibilities with minimal supervision; Observe health and safety regulations; Maintain routine records related to assigned activities; Observe safety precautions and procedures; Coordinate and cooperate with supervisors, administrators, and school staff; Operate a variety of equipment from small basic tools to heavy equipment used in the district; Carry out oral and written instructions; 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 would typically be acquired through attaining three (3) years of experience in a position comparable to building trades with emphasis on construction and repair, or successful experience in general construction and building maintenance.

Education: High school diploma or equivalent.

OTHER: Possess a valid California motor vehicle operator's license; Department of Justice fingerprint clearance, TB testing; Job related proficiency test (may be required by position); Job related language proficiency test (may be required by position); First Aid Certificate (may be required by position).

**NORMAL TERMS OF SERVICE**

Eight hours per work day, twelve months per year.

**IMMEDIATE SUPERVISORS(S)**

Supervisors of Maintenance & Operations in Coordination with School Site Principal

**REPORTING SUPERVISOR**

Supervisor of Maintenance & Custodians

**REVIEWING OFFICER**

Supervisor of Maintenance & Custodians

APPROVED: 1/22/15