

**UTILITY WORKER**

**DEFINITION**

Performs a variety of unskilled and semi-skilled work in support of the District's maintenance program; performs a variety of delivery, general maintenance and custodial duties.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision received by the Maintenance and Operations Manager.

May provide work direction to student workers.

**DISTINGUISHING CHARACTERISTICS**

The Utility Worker performs a variety of unskilled and semi-skilled work in support of the District's maintenance program; performs a variety of delivery, general maintenance and custodial duties.

The Lead Utility Worker performs a variety of delivery, general maintenance and custodial duties, and trains assigned personnel.

**EXAMPLES OF DUTIES**

Picks up and delivers various materials including bulk mail, furniture and supplies; custodial supplies and equipment; prepares orders for delivery; loads and unloads vehicles.

Performs general maintenance duties as assigned; assists with the installation of chalk boards, bulletin boards, room partitions and other furniture and equipment; replaces light bulbs; assembles and performs minor repairs on furniture and other facilities as required.

Moves, sets up and removes furniture and equipment for special events and activities.

Organizes storage facilities as needed, disposes of waste materials.

Assists maintenance staff in the repair and installation of a variety of equipment and facilities.

Maintains security of assigned areas; locks and unlocks doors as required; raises the flag.

Picks up and delivers waste from campus buildings to the county land fill.

Picks up and loads recycled materials; stores such materials for delivery or pick up.

Performs custodial duties as assigned; cleans floors; replenishes supplies as necessary.

May assist with the food delivery and prep as needed.

Operates a variety of equipment and machinery; operates a forklift and motor vehicle as necessary to conduct work.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Safe driving methods and techniques.

Appropriate health and safety procedures. Requirements of maintaining buildings in a safe, clean and orderly condition.

Methods, equipment and materials used in general maintenance and custodial work. Basic hand and power tool usage.

Proper methods of storing equipment, materials and supplies.

### **Ability to:**

Perform general maintenance and custodial work.

Safely perform heavy physical labor.

Complete assignments without immediate supervision, maintain routine records, and meet schedules and timelines.

Understand and follow written and oral directions.

Operate a variety of equipment and machines related to maintenance and custodial work, including electric carts, forklifts and other vehicles as assigned, observing legal and defensive driving practices.

Establish and maintain effective working relationships with those contacted in the course of the work performed.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

High school diploma or equivalent and two years experience in custodial or maintenance work.

### **Licenses or Certificates:**

Possession of a valid and insurable State of California Class 3 driver's license.

## **WORKING CONDITIONS:**

Ability to work in a noisy environment, indoors and outdoors.

Ability to operate a forklift.

Standing, stooping and lifting of 50 pounds.

Work may require the ability to climb a ladder.

May be exposed to fumes from chemicals.