

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Utility Person III

**DEPARTMENT/DIVISION:** Transportation/Grounds and Operations

**POSITION SUMMARY:** Under general supervision of the Director of Transportation, Director of Building Maintenance and Operations or site administrator, to perform a variety of duties in the areas of Transportation, Grounds, Custodial and Security. A Utility Person III may be assigned to bus driving, custodial, grounds keeping or security duty during the work day, providing services in a combination of these assignments. This is a 12 month position.

### **ESSENTIAL FUNCTIONS:**

1. Drives a bus over designated routes in accordance with time schedules.
2. Picks up and discharges school children, safely escorting them across streets as necessary.
3. Transports students and teachers on field trips to various locations, sometimes choosing the best route to conform to a schedule.
4. Performs a complete daily vehicle safety check, and refuels vehicles and equipment as needed.
5. Assists in maintaining bus and equipment such as vacuum cleaners, scrubbers, carpet extractors and auxiliary mechanical equipment on vehicles in safe operating condition, and advises on repairs as needed.
6. Cleans windshields and headlights, and may occasionally wash buses, clean, and lubricate other equipment.
7. Maintains good order among students on buses following District policies regarding the disciplining of children.
8. Operates other equipment such as cars, vans, forklifts, and lawnmowers.
9. Maintains a variety of records as required, including a daily bus report and work orders.
10. Updates route sheets to include accurate directions and other pertinent instructions.
11. Picks up and delivers perishable and non-perishable items such as furniture, equipment and supplies.
12. Performs cleaning tasks in restrooms, classrooms, offices and outside areas such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming and shampooing carpets; empties waste containers.
13. Performs minor plumbing tasks, and makes minor repairs to water supply lines, sprinkler supply lines, electrical systems and equipment such as furniture, cabinets and carpets.
14. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
15. Performs general grounds maintenance work including trimming, pruning, edging, application of fertilizers and herbicides, and soil preparation using hand or power tools.
16. Rake, sweep or pick up litter, leaves or trash from buildings, walkways and surrounding grounds and parking lots.
17. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
18. Follows proper procedures when handling blood and body fluids as per Blood Borne Pathogens policy.
19. Irrigates, maintains and improves landscape areas including mowing lawns using hand mower or power mower.
20. Maintains playgrounds and playing fields, and play equipment.

21. Patrols school district buildings, grounds and parking lots, securing or opening doors, windows and gates as needed.
22. Observes and reports hazards or activities which may affect district facilities or employee safety.
23. Checks, monitors and questions students or visitors who appear to be loitering or parking inappropriately.
24. Observes and reports to site/District administration or law enforcement agencies any acts by persons which may contribute to unsafe conditions or possible injury to students or staff.
25. Maintains regular and prompt attendance in the workplace and keeps daily attendance records.
26. Performs other related duties as required.

**EDUCATION AND EXPERIENCE:** The ability to carry out oral and written directions; read and writes at a level sufficient to fulfill the duties to be performed for the position described. Must complete and pass a 40 hour school bus training course; pass a drug test and pre-employment physical and pass the commercial driver's license test, which includes knowledge of passenger management and brakes. Entry level experience in the custodial field and two years driving experience preferred, including bus or truck operation. Ability to meet the requirements of the State Department of Motor Vehicles and Highway Patrol for School Bus Driver, possess or obtain a valid Class B Commercial License, California School Bus Driver's License and be insurable. High School diploma required.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of safe, defensive and efficient driving practices and techniques.
2. Knowledge of all laws, rules and regulations pertaining to the transportation of students including provisions of the California Motor Vehicle Highway Patrol Passenger Transportation Safety Handbook (HPH 82.7) and all revisions thereof.
3. Knowledge of Education Code applicable to the operation of vehicles transporting school students; methods, practices and procedures used in required first aid and emergency conditions.
4. Knowledge of the geography of the District.
5. Ability to read and develop a variety of routes, schedules and maps.
6. Ability to plan for, carryout and complete extracurricular trips including athletic trips.
7. Knowledge of and ability to demonstrate effective methods of student supervision and discipline.
8. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment including precision measuring equipment.
9. Knowledge of plumbing and hardware techniques.
10. Knowledge of safe work practices.
11. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete assignments.
12. Ability to diagnose equipment operating problems and execute required repairs.
13. Ability to develop and maintain cooperative working relations with those contacted in the course of work.
14. Ability to keep accurate records of work preformed.
15. Ability to work without immediate supervision in the field.
16. Must pass required physical examination and drug test.
17. Ability to operate mechanical and power-driven equipment.
18. Knowledge of plant diseases and insects and control methods.
19. Knowledge of approved methods of planting and caring for landscaping.
20. Ability to physically cover the areas of responsibility under varying weather conditions.
21. Knowledge of District policies, rules and regulations.

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for brief periods of time..
4. Exercise, during the performance of his/her duties, the amount of physical control reasonably necessary to maintain order, protect property or protect the health and safety of students, staff and community members.
5. Run short distances.
6. Enter data into a computer terminal for necessary record keeping and electronic communication.
7. See and read a computer screen and printed matter with or without vision aids.
8. Right and left foot movements such as operating foot controls for extended periods of time.
9. Reach above shoulder level for extended periods of time.
10. Push/pull up to 50 lbs. for extended periods of time
11. Push/pull up to 100 lbs. for short periods of time.
12. Lift and carry up to 75 lbs. at waist height for short periods of time.
13. Repetitive foot and/or hand/arm movements (grasp/pinch, etc.) for extended periods of time.
14. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
15. Hear and understand at normal levels and on the telephone with or without hearing aids.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors and outdoors under various weather conditions and temperatures during the course of the required schedule, including inclement weather conditions. Employees will also be required to work on uneven ground. Employees will be exposed to noise, dust, fumes, pollen, gases and smoke levels depending on assignment being preformed. Must wear closed toe shoes and meet uniform requirement. As required, must wear protective devices such as gloves, earplugs, coveralls, safety boots, safety glasses and dust mask. Employees will be exposed to vibrations.

Salary Range: 36

Board Approved: 9/28/2010