

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Utility Person II

DEPARTMENT: Materials Management & Operations

POSITION SUMMARY:

Under the supervision of the District Custodial Coordinator, The Utility Person II will patrol the building, parking areas, grounds, and other areas to prevent illegal acts in order to maintain order and a safe working environment. In addition, the Utility Person II will perform facility set-ups, maintenance and custodial work in the cleaning and maintenance of assigned buildings, equipment and facilities.

ESSENTIAL FUNCTIONS:

1. Performs custodial work, light maintenance and facility set-ups.
2. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
3. Picks up litter from buildings and surrounding grounds and parking lots.
4. Lifts and stores supplies.
5. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
6. Patrols school district buildings, grounds and parking lots.
7. Checks, monitors and questions students or visitors who appear to be loitering or parking inappropriately.
8. Issues parking tickets to inappropriately parked cars.
9. Observes and reports to law enforcement agencies any acts by persons which contribute to injury to students or staff.
10. Develops and maintains friendly and cordial relations with students, staff and District officials.
11. Observes and reports hazards or activities which may affect district safety.
12. Checks, opens and locks doors, windows and gates as needed.
13. Assists the District Custodial Coordinator with substitute custodian monitoring and scheduling.
14. Maintains regular and prompt attendance in the workplace.
15. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Have a minimum of one year of experience in custodial or maintenance field. Prior work experience involving law enforcement desired. Must have a High School diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
2. Knowledge of plumbing and hardware techniques.
3. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete the assignments.
4. Ability to use precision measuring equipment.

5. Ability to keep accurate records of work performed.
6. Knowledge of District Education Center rules and regulations.
7. Ability to deal tactfully and effectively with people of varying ages and faculty.
8. Ability to physically cover the areas of responsibility under varying weather conditions.
9. Knowledge of safe work practices.
10. Must pass required physical examination.
11. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Strong, physically active and in good health.
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. Reach above shoulder level for brief periods of time.
5. Push/pull up to 50 lbs for a short distance.
6. Lift and carry up to 50 lbs at waist height for short distances.
7. 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.
8. Run short distances.
9. Enter data into a computer terminal/typewriter for extended periods of time.
10. See and read a computer screen and printed matter with or without vision aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified range 35

Non-exempt

BOARD APPROVED: TUSD 1/8/02

Revised: TUSD 9/10/02