



## Classification Specification

### UTILITY WORKER III

<b>Department:</b>	Facility Services and Maintenance
<b>Reports To:</b>	Site Administrator; Supervisor, Custodial Services
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Serve as the lead custodian at an assigned elementary school site; plan, schedule, and assign duties to the night personnel responsible for performing skilled custodial tasks at the school site; set-up school site areas for special events; perform custodial and semi-skilled maintenance tasks during the school day and is responsible for keeping the assigned school buildings and adjacent grounds areas in a clean, sanitary, and safe condition.

#### **Distinguishing Characteristics:**

The Utility Worker III classification, the advanced level in the series. Incumbents serve as the lead custodian at a district elementary school site and plan, schedule, and assign duties to the night personnel responsible for performing skilled tasks in the custodial services at the school site. Incumbents are expected to perform the full scope of utility, custodial and light maintenance duties with a greater amount of independence.

Incumbents in the Utility Worker II classification perform journey-level utility, custodial and light maintenance work and also receive, store, and deliver supplies, equipment to school sites and District offices.

The Utility Worker I classification is the entry-level class in the series. Incumbents perform routine utility/custodial duties at an assigned school site in varying shifts, under the direction of the Site Administrator and Supervisor, Custodial Services. Incumbents work under close supervision while learning job tasks.

#### **Essential Duties and Responsibilities:**

- Serve as the lead custodian at an assigned elementary school site; maintain the school site in a clean, safe condition.
- Perform general custodial duties at District elementary schools.
- Plan and assign the custodial work performed by personnel assigned to the school site.

- Move, arrange, and assemble furniture and equipment as assigned.
- Operate various cleaning equipment such as scrubbers, extractors, and power washers.
- Assist in the coordination of the use of school facilities by overseeing room, furniture, and equipment arrangements for special events.
- Inspect buildings and grounds for damage, needed repairs, and security or safety issues.
- Inspect heating, electrical, air conditioning, and water equipment monthly and make minor repairs or adjustments.
- Perform light maintenance tasks such as installing pencil sharpeners, replacing lights and ballasts, and make minor repairs on desks or lockers.
- Train and provide oversight and work direction to assigned utility staff; maintain documentation of employee work performance to support input for evaluations.
- Develop a schedule for the deep cleaning of the school plant during vacation periods.
- Conduct bi-weekly safety meetings for staff.
- Maintain records, prepare reports, and order supplies.
- Inventory cleaning equipment and supplies and requisition as needed.
- Submit monthly safety inspection reports.
- Maintain Material Safety Datasheets (MSDS) so they are accessible and up to date.
- Operate equipment or drive a vehicle to secure parts or deliver materials.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- State and federal requirements relating to health and safety of facilities.
- General standards of cleanliness and sanitation related to school facilities.
- Safety practices for storage and use of chemicals and equipment.
- Methods, materials, and equipment used in custodial and maintenance tasks.
- District policies and practices for requisitioning materials.
- Principles of leading, training and providing work direction.
- Proper lifting techniques.
- Basic math.
- Operation and maintenance of custodial equipment including power and hand tools.
- Oral and written communication skills.

**Ability to:**

- Develop schedules and maintain records.
- Lead, train and provide work direction to assigned utility staff.
- Establish priorities which reflect the relative importance of the tasks to be completed.
- Speak on a one-to-one basis to obtain information or explain policies and procedures.
- Work independently and follow through on assignments with minimal direction.
- Demonstrate leadership and sound decision making.
- Use power tools and equipment used in cleaning.
- Make calculations using basic math functions.
- Maintain accurate records.
- Operate a computer and assigned software.
- Observe and report need for maintenance and repair.

- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Perform moderate to heavy manual work.
- Establish and maintain cooperative working relationships with others.

**Education:** High school graduation or equivalent GED.

**Experience:** Three (3) years of work experience in an operations environment with some experience in a supervisory or lead capacity.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment.
- Exposure to fumes from cleaning and chemical products used.
- Exposure to noise and moving parts in working with machinery.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display:

- Dexterity of hands and fingers to operate tools and machinery.
- Bend, kneel, crouch, and stoop.
- Reach in all directions.
- Stand and walk for extended period of time.
- Lift objects up to 100 lbs. in weight with assistance.
- Carry objects up to 50 lbs. in weight.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Frequently climb ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.