

JOB DESCRIPTION
San Diego County Office of Education

UTILITY WORKER

Purpose Statement:

Under general supervision, the Utility Worker will provide minor repair and preventative maintenance services to buildings, equipment, and grounds at San Diego County Office of Education sites, and manual duties in custodial and delivery work as assigned.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Makes minor repairs and adjustments, maintains, replaces, and improves electrical, mechanical, heating, ventilation, and air conditioning (HVAC), plumbing facilities and equipment (not requiring professional licenses, certifications, or specialized skills).
- Paints, repairs roofs and walls, replaces tiles, door knobs, hinges, closures, strike plates, and makes other repairs to SDCOE facilities.
- Takes thermostat readings and makes minor adjustments to HVAC systems.
- Moves, assembles, installs, and repairs furniture and equipment at SDCOE facilities.
- Operates vehicles to transport materials to and from assigned sites and the County Office, and loads and unloads materials at various locations.
- Packs the materials to be delivered.
- Sweeps, scrubs, shampoos, and vacuums carpets, and strips and waxes floors.
- Purchases materials for maintenance repairs and various projects.
- Reports on maintenance and repair conditions at SDCOE sites.
- Removes debris from assigned sites.
- Empties and cleans waste receptacles.
- Cleans restrooms, toilets, washbowls, urinals, and sinks, and cleans up bodily fluids as needed.
- Keeps records of work performed and chemicals used.
- Acts as part of emergency response team in case of electrical, water or gas emergency.

Other Functions:

- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Methods and practices of building maintenance and repair;

Use and purpose of tools and electrical equipment related to building repair and maintenance;

Standard safety practices as applied to building maintenance and repair.

Cleaning procedures and techniques;

Efficient and safe loading and unloading techniques;

Basic inventory methods.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Use various materials, tools, and methods common to the major trades;

Climb ladders to complete painting, carpentry, and other work, and to use a shovel and other tools to move dirt, debris, etc.;

Perform a wide range of repair work and preventive maintenance not requiring journey level skills;

Communicate and follow verbal and written instructions;

Establish and maintain effective working relationships with others;

Plan and organize work;

Complete assigned tasks in a safe and timely manner;

Safely use power and hand tools and motor vehicles;

Keep and accurately maintain written records.

Working Environment:

ENVIRONMENT:

Duties may be performed in both indoor and outdoor environments.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document, and

Experience: One (1) year of experience in maintenance, construction, or building trades, preferably performing duties in painting, plumbing, heating, ventilation, and air conditioning, carpentry and electrical trades, or

Equivalency: A combination of education and experience equivalent to a high school diploma and one (1) year of experience in maintenance, construction, or building trades, preferably performing duties in painting, plumbing, heating, ventilation, and air conditioning, carpentry and electrical trades.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 042

Personnel Commission Approved: Nov. 16, 2022

Revised: N/A