OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: UNIVERSAL SUPPORT STAFF

SALARY LEVEL:	17	DIVISION:	Classified
DEPARTMENT:	Operations – School Grounds	LOCATION:	School Site
REPORTS TO:	Director of Facilities, I.T. and Transportation		
APPROVED BY:	Board of Trustees	DATE:	4/19/2023

SUMMARY: To help keep public buildings clean and orderly and assist in general supervision of assigned school campus areas to ensure a safe and orderly environment. Under general supervision, performs unskilled or semi-skilled tasks in the upkeep and repair of public facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *other related duties may be assigned*

- Questions visitors to the campus to make sure they are properly authorized.
- Checks and clears student absences and posts occurrences to records and perform other attendance functions as needed.
- Patrol and supervise assigned school campus areas, including classrooms, campus perimeter, restrooms, parking lots, and eating areas to enforce school rules with regard to safety and student behavior.
- Investigate complaints; respond to rule infractions; report serious violations of school rules to school administrators.
- Confers with and assists students, parents, school officials and employees necessary regarding violations.
- Enforces applicable laws, rules, and policies, may administer first aide, open and close safety/security gates, and assist law enforcement as needed.
- May assist maintenance technician on details involving minor trade skills such as minor building and related equipment repairs.
- Washes, scrubs and disinfects restrooms and eating areas as needed.
- General clean-up of all areas on campus to ensure a safe environment.
- Empties waste receptacles washes walls, windows
- Locks or secures doors and windows; opens classrooms for authorized personnel.
- May order, pick up, and deliver materials, equipment, and supplies used in the work.
- Sets up and dismantles chairs and tables for various school events.
- Replaces light bulbs.
- Reports fire, sanitation, or other hazards to proper sources.
- Light touch-up painting.
- Remove graffiti
- Light clerical duties as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to graduation from high school, one year of practical experience in custodial and/or building maintenance.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form.

CERTIFICATES AND LICENSES: California Driver's License (may be required by the first day of service). First Aid Certificate required; EMT Certificate preferred.

OTHER SKILLS AND ABILITIES: Ability to safely operate and carefully maintain mechanical and power equipment. Ability to make minor building and structural repairs. Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and when unloading trucks. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines within time constraints. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

The noise level in the work environment is usually moderate and it may occasionally be heavy.