

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: UTILITY PERSON

BASIC FUNCTION:

Under the direction of the site administrator or designee and department director; perform a variety of routine tasks to maintain the assigned facilities in a clean, neat, safe and orderly condition; perform minor building and grounds maintenance work as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of routine tasks to maintain the assigned facilities in a clean, neat, safe and orderly condition.

Assist in a variety of custodial services; perform minor building and grounds maintenance work as assigned.

Assist in a variety of vehicle, bus washing and fueling tasks as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic cleaning methods, procedures and techniques.

Safe driving practices and techniques.

Safety practices and procedures.

ABILITY TO:

Plan and organize work.

Observe health and safety regulations.

Perform moderately to heavy manual activities.

Understand and carry out oral and written directions.

Establish and maintain cooperative working relationships with staff and the public.

Establish and maintain a positive team attitude.

Observe safe driving practices and techniques.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid CPR/First Aid Card preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time.
Lifting and carrying moderately heavy objects.
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate assigned equipment.
Hearing and speaking to exchange information.
Seeing to operate a vehicle and perform assigned duties.

HAZARDS:

Traffic hazards.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017