



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: UTILITY WORKER, LEAD

REPORTS TO: Facilities Use Coordinator and Supervisor **SITE:** District Office

CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month

SALARY: Range 139

APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under supervision, perform routine and semi-skilled maintenance, custodial and grounds tasks in the care of District facilities and grounds during the weekend and non-school operational times. Use excellent customer service skills to establish and maintain an effective working relationship with employees and all members of the public. Candidate will have lead responsibilities and oversee hands on training of new Utility Workers. Candidate will use self-initiative to set work priorities, tasks and to respond to all work related requests from the supervisor. Employee will have working knowledge of all sites within the District and will be called upon to assist their peers. Candidate must have the ability to make good work judgment. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Confirm all users of facilities have a permit or are a site event.
2. Remove those users without permits.
3. Remove all dogs, strollers and skaters from campus.
4. Clean facilities after renters have gone including classrooms, bathrooms, offices, multipurpose rooms, storage areas, grounds, for the purpose of maintaining a sanitary, safe and attractive environment.
5. Open and close a variety of district facilities for renters.
6. Open and close district pool facilities for renters.
7. Maintain facilities and grounds (landscape areas, lawns, shrubbery, flowers, etc.) and related items (e.g. storm drains, roof drains, litter, painting, etc.) for the purpose of keeping the areas attractive, protecting against flooding/erosion and removing hazards.
8. Maintain tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
9. Plant various landscaping materials for the purpose of keeping the areas attractive and for protection against erosion.
10. Assist and provide hands-on training to new hires within the department.
11. Communicate with Facilities Supervisor on staff performance and recommendations.
12. Ability to solve practical problems and deal with a variety of instructions provided in written, oral, diagram or schedule form.
13. Prepare clean and concise documentation to communicate with others.
14. Confer with site administration, athletic coaches, and other staff for the purpose of adjusting schedules and activities and completing projects/work orders efficiently.
15. Possess good habits, character and attendance record.
16. Possess good customer relation skills, and interpersonal skills.
17. Be neat in appearance.
18. Possess a willingness to learn new job skills and techniques.

19. Repair various items, systems and/or components (e.g. furniture and equipment, doors, lockers, chairs, lights, etc.) for the purpose of ensuring that items are available and in safe working condition.
20. Request equipment and supplies for the purpose of maintaining inventory, and ensuring availability of items required to properly maintain facilities.
21. Operates District vehicle to transport equipment, supplies, and project materials to other District sites.
22. Operate District vehicles to run errands as needed.
23. Respond to emergency situations for the purpose of resolving immediate safety concerns.
24. Secure facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
25. Arrange/assemble furnishings and equipment for the purpose of providing items in working condition and adequate preparation for meetings, gyms, classroom activities and events.
26. Sweep walks and driveways and remove papers and rubbish.
27. Ensure safety of the play structure areas is maintained.
28. Make simple repairs to facilities.
29. Move furniture as required for renters need.
30. Demonstrate reliable attendance at work.
31. The duties listed above are intended only as illustrations for the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.

EMPLOYMENT STANDARDS:

- Candidate must be able to perform essential duties 1-31 above with or without reasonable accommodation.
- [Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.](#)

QUALIFICATIONS:

Education/Training Experience:

- A high school diploma or equivalent required, college or trade school classes preferred.
- 2 years minimum experience in a Utility Worker, Custodial or related field which includes experience in a lead role.
- Previous experience in training employees preferred.
- Certificate in Fundamentals, Operations and Safety of Boilers, preferred.
- Certified Pool Operators Certification, preferred.
- Knowledge of first aid and applicable safety precautions.
- Basic methods and best practices for custodial, maintenance, safety and grounds.

Ability to:

- Perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing needs. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, handling hazardous materials and operating equipment use in an industrial setting.
- Schedule activities, collect data, and consider a number of factors when using equipment.
- Communicate effectively and be flexible when working with others in a variety of circumstances. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data required following prescribed guidelines and problem solving with equipment is moderate.
- Work with data using specific, defined processes.

- Operate equipment using a variety of standardized methods.
- Multi-task in a very busy environment.
- Drive manual transmission vehicle.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Speak, read and write in English.

WORK HOURS:

- If the position is a 1 FTE, the work week is 37.5 hours with 10 hour shifts each on Saturday and Sunday, and the remaining hours will be determined by the Supervisor and will change as needed.
- This position will move between sites and float as needed.

WORKING CONDITIONS:

ENVIRONMENT/HAZARDS:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Hazardous chemicals.
- The District provides OSHA regulated safety training as needed.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to stand and walk for long periods of time.
- Ability to operate landscaping equipment.
- Ability to stand, reach, bend, lift, kneel and squat.
- Ability to lift up to 50 pounds.
- Noise level in working environment is high.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver's License and insurability to drive a District vehicle.
- Must maintain certification in basic First Aid, CPR and AED.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.