

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: DISTRICT UNIVERSAL – MAINTENANCE & TRANSPORTATION

SALARY RANGE: Range 13

DIVISION: Classified

DEPARTMENT: Maintenance & Transportation

LOCATION: District Sites

REPORTS TO: Direct. of Maint./Transportation

WORK YEAR: 12 Month, 8 hrs per day

APPROVED BY: Governing Board

DATE: December 14, 2022

SUMMARY: Under the direction of the Director of Maintenance/Transportation, performs a variety of duties involved in custodial, grounds, transportation of students and staff, building maintenance and repair, athletic field construction, maintenance and preparation, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

1. Conduct all aspects of custodial duties depending on assignment including light repair.
2. Possess mechanical aptitude to operate all District equipment within the Maintenance and Transportation department.
3. Possess or demonstrate the abilities to learn federal, state, and local regulations for spraying pesticides.
4. Possess the aptitude or demonstrate the ability to learn about minor structural repairs to District grounds and facilities.
5. Possess the abilities to or demonstrate the willingness to learn how to repair or replace electrical wiring or plumbing based on the needs of the District.
6. Possess or demonstrate the abilities to learn to operate District student transportation vehicles (Multi-Passenger Buses) meeting all state and federal highway safety regulations.
7. Perform related duties and responsibilities as assigned.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

1. Basic cleaning practices, including the knowledge to use soaps, cleaners, and other tools and materials needed to perform custodial duties.
2. Knowledge of landscape maintenance practices for a governmental/school setting.
3. Knowledge of basic carpentry, plumbing, and electrical skills.
4. Knowledge of applicable laws and regulations for spraying chemicals or willingness to learn.
5. Basic mathematical principles.
6. Knowledge of a public-school bus and all applicable laws and regulations.
7. Knowledge of how to operate a commercial lawn mower, tractor, and other equipment necessary to complete the job.
8. Ability to operate or learn basic operations of a personal computer.
9. Operate a motor vehicle safely.

Ability to:

1. Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
2. Learn and understand the organization and operation of the District necessary to assume assigned responsibilities.
3. Perform essential duties and responsibilities as assigned.
4. Work with others to create a team effort.
5. May require shift work.
6. Attend schooling and training classes to enhance working knowledge of the job.
7. Drive school bus for long distances.
8. Understand and carry out oral and written instructions.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required. One-year related experience and/or training or equivalent combination of education and experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence and to effectively present information one-on-one and in small group situations to students, parents, and other employees.

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.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

CERTIFICATES AND LICENSES: Valid California Commercial Driver's License, class B or higher, with Passenger Endorsement. Valid California Special Driver Certificate for School Bus, Valid Department of Motor Vehicles Medical Examiner's Certificate, and a DMV driving record print out. Proof of automobile insurance as stipulated by the State of California. (all above required by the first day of service) Willingness to obtain spraying licenses and other certifications as directed by supervisor.

PHYSICAL DEMANDS: The physical demands 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, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

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 is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and risk of electrical shock. Employee is also exposed to chemicals and other harmful substances.