

## CENTRAL UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

**Position:** Utility Worker

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### EDUCATION AND EXPERIENCE

Experience:

Two years of experience in manual labor, custodial, or similar type job.

Education:

High school diploma or equivalent.

Licenses and other Requirements;

Possess a valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

### SUMMARY

Under the supervision as assigned by the Director of Educational Services and the Manager of Maintenance, Operations and Grounds, performs a variety of semi-skilled tasks independently and assists skilled maintenance personnel in the maintenance and repair of structures, related physical facilities and equipment. Performs general custodial and grounds maintenance duties so that students have a safe, attractive, comfortable, clean place in which to learn and develop.

### SPECIFIC RESPONSIBILITIES

1. Performs minor maintenance and repair jobs and other light maintenance duties as assigned which may include carpentry, plumbing and painting.
2. Working from a prepared work schedule, sweeps, scrubs, waxes, and polishes concrete, linoleum, tile and wood floors and vacuums rugs and carpets in school plant offices and rooms.
3. May perform a variety of grounds work, such as disking, weeding, pest control, picking up refuse, sweeping outside concrete areas, raking leaves, watering designated areas, and trimming shrubs.
4. Cleans and dusts walls, furniture, woodwork and other equipment.
5. Washes, scrubs, and disinfects rest rooms.
6. Empties and cleans waste containers.
7. Maintains various classroom and rest room supplies, including towels, soap, tissue, and other sanitary items.
8. Hauls trash for disposal.
9. Maintains equipment used in the course of work.
10. Performs special custodial work as requested.
11. During summer vacation may work on custodial crews as needed.
12. Reports need for major repairs.
13. May operate light trucks or other equipment.

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14. Operates heavy power equipment and lawn tools including tractor, mower, edgers and sprayers.
15. May feed school farm animals as directed.
16. Performs other related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Modern cleaning methods and the use and care of cleaning materials and equipment
- General light maintenance of buildings and equipment
- Tools, materials, methods and terminology used in several of the building trades, such as carpentry, plumbing and painting

Ability to:

- Perform skillfully a variety of maintenance and repair activities
- Perform custodial and grounds maintenance work
- Understand and carry out oral and written directions
- Work cooperatively with others

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