

## **Ontario–Montclair School District**

### **CLASS SPECIFICATION Utility Maintenance Worker - I Range 37**

#### **GENERAL PURPOSE**

Under general supervision, of the Director for Facilities Planning and Operation and/or Designee, performs a variety of general maintenance duties related to maintaining, repairing, and installing District facilities; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the utility maintenance series. Incumbents are assigned to work independently or with a maintenance crew at school sites or other District sites and may be responsible for mowing athletic fields and large grass areas on a District-wide basis.

Utilities Maintenance Worker I is distinguished from Utilities Maintenance Worker II in that incumbents of the latter class are responsible for completing fitting and welding functions on a District-wide basis.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs a variety of general maintenance duties related to maintenance, repair, beautification, and installation of District facilities; mixes, pours, finishes, breaks and replaces asphalt and concrete to build, maintain and repair sidewalks, ramps and playgrounds; installs drainage; performs repairs to District facilities including playgrounds and fences, including installing, repairing or replacing existing playground equipment and fences; mows District grounds and athletic fields and large grass areas.
2. Operates a variety of tools, heavy machinery and equipment including vehicles, lawnmowers, concrete mixers, asphalt crack filler, tractors, and a variety of power and hand tools; maintains various tools and equipment used in the course of work in a clean, orderly and proper working condition.
3. Reports repair and maintenance needs to proper maintenance personnel and assists District maintenance personnel as assigned; communicates with staff, administrators and others regarding general maintenance needs.

#### **OTHER DUTIES**

1. Assists other trades personnel as assigned.
2. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods, equipment, and materials used in general maintenance work.
2. Requirements of maintaining school buildings in a safe, clean and orderly condition.
3. Proper methods of storing equipment, materials and supplies.
4. Operation and use of hand and power tools.
5. Operate and use of heavy-duty equipment.
6. Basic record-keeping techniques.

### **Ability to:**

1. Perform general maintenance and repair on District facilities.
2. Operate tools and equipment used in general maintenance work.
3. Maintain District and school facilities in a clean, safe, and secure condition.
4. Use specialized equipment and supplies safely and efficiently.
5. Observe and report safety hazards and need for maintenance and repair.
6. Perform minor and may assist with major maintenance and repair on facilities.
7. Meet schedules and timelines.
8. Work cooperatively with others.
9. Observe health and safety regulations.
10. Understand and follow oral and written directions.
11. Maintain routine records related to work performed.
12. Perform heavy physical labor.
13. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

### **Education, Training, and Experience:**

Graduation from high school or G.E.D. equivalent; and one year of general maintenance experience; or some combination of education, training, and experience that produces the requisite knowledge and ability.

### **Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record, and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

#### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl; and regularly lift and/or move up to 50 pounds and occasionally over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

##### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff and others encountered in the course of work.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment can be loud.

Board Approval: 2/5/26