



LOWELL JOINT SCHOOL DISTRICT

UTILITY WORKER

Classified Salary Schedule
Range 27

JOB SUMMARY:

Under general supervision, performs a variety of routine building and grounds maintenance, custodial maintenance and routine repair of District facilities and equipment; assists specialized grounds and maintenance staff as needed.

ESSENTIAL FUNCTIONS:

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 the classification.

- Maintains and repairs automatic sprinkler systems including controls, timing devices, sprinkler heads, valves , and lines; performs minor emergency repairs.
- Performs a variety of routine general maintenance and minor repairs; respond to work orders; replace light bulbs; repair, adjust and replace plumbing, electrical and various other parts, components and fixtures as directed; performs preventive maintenance on equipment.
- Move, arrange and install furniture and equipment as needed; set-up and assemble chairs, tables and other furniture and equipment for classes, meetings and special events as assigned; clean up furniture, equipment and debris following events.
- Performs minor plumbing duties; inspect and repair leaks, obstructions and general system failures; unclog drains and toilets.
- Inspect buildings, grounds, restrooms, and other facilities for cleaning and maintenance needs; identify and report safety, sanitary, security and fire hazards, and major maintenance and repair needs.
- Performs general custodial duties including, but not limited to, cleaning classrooms and offices; vacuum and shampoo carpets; sweep, scrub, mop, strip, wax and polish floors; wash and clean mirrors, blinds, tile, walls, doors and windows.
- Assist grounds and maintenance staff with various projects and activities as needed.
- Pick up and deliver various supplies and equipment as assigned; may act as messenger for District; deliver daily cash bags to bank.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Tools, methods, materials, and equipment used in sprinkler repair and custodial and minor building maintenance.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Basic cleaning methods including cleaning floors, carpets, furniture, walls and fixtures.
- Requirements of maintaining buildings, facilities and grounds in a safe, clean and orderly condition
- Basic record keeping techniques.

Ability to:

- Perform heavy manual labor, understanding and following appropriate safety precautions and procedures.
- Safely and proficiently use a wide variety of common hand and power tools and shop equipment.
- Organize and maintain routine records related to work performed.
- Operate a District vehicle observing legal and defensive driving practices.
- Work with minimal supervision, meeting schedules and time lines.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain effective record keeping procedures.
- Lift and move equipment weighing up to 50 pounds and occasionally up to 75 pounds.

Education/Training/Experience:

One year experience in the maintenance and repair of automatic sprinkler systems; any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses/Certificates/Special Requirements:

A valid California Driver’s License and the ability to maintain insurability under the District’s Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time, regularly required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk, stand, stoop or kneel, bend at the waist and reach above the shoulders. Continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee will engage in heavy labor including the ability to lift and/or move up to 50 pounds such as power tools. Occasionally the employee will lift and/or move up to 75 pounds such as broken concrete, furniture, lumber, etc. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, vendors, contractors, and the general public.

Work Environment:

While performing the duties of this job, the employee works indoors and outdoors with exposure to seasonal heat, cold and adverse weather conditions. The employee may be required to work at varying heights. The employee may work near or with moving mechanical equipment. The employee will regularly be exposed to fumes, dust, odors, oil, grease, cleaning agents and chemicals. The employee must be able to meet deadlines with time constraints.

Employees are provided with individual work vehicles and must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day