

PERSONNEL

UTILITY WORKER I

Schedule 5 Range 5

DEFINITION

Under the supervision of the MOT Director, to keep assigned buildings clean and orderly; to keep grounds clean; and to do other work as assigned.

EXAMPLES OF DUTIES

Sweep, mop and wash floors, vacuum and clean rugs and carpets; dust, wash, and polish furniture and woodwork; polish metalwork; empty and clean waste receptacles; clean erasers and blackboards; empty pencil sharpeners; clean grounds and courts of buildings; clean other outdoor areas; clean drinking fountains; lock doors and windows; maintain tight security of schools property at all times; report needed repairs to immediate supervisor; assist in moving, arranging and setting up furniture and equipment for special events and meetings; may oversee building permits; waters planted areas; sweep sidewalks and driveways; sets up chairs, tables, and equipment for special events; does routine painting of walls, parking lots and play areas and equipment; prepares surfaces for painting; advises supervisor of low supply levels; performs related work as required

DESIRABLE QUALIFICATIONS

Knowledge of:

Methods used in the cleaning of buildings and facilities; general safety procedures and practices, knowledge of proper methods of storing equipment, materials and supplies.

Ability to:

Learn to perform general maintenance. Positions in this class perform grounds-keeping, building maintenance, custodial and deliver work independently or as helper or crew member. Efficiently and effectively use cleaning materials, supplies and equipment; Understand and carryout oral and written directions; Establish and maintain cooperative working relationship with staff members, students, parents, and other community members.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51% - 75% |
| 2. Occasional | = 25% - 50% | 4. Very Frequent | = 76% and above |

- 2 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation

PERSONNEL

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- 4 f. Ability to bend and twist, kneel, and stoop
 - 4 g. Ability to lift 50 lbs.
 - 4 h. Ability to carry 50 lbs.
 - 4 i. Ability to reach in all directions

TERM OF EMPLOYMENT

195 days/11 months per year

Must have Department of Justice fingerprint clearance and current T.B

EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of this position.

EDUCATION

Equivalent to completion of the twelfth grade.

EVALUATION

Performance of this job will be evaluated in accordance with the District and Board policies.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district Superintendent

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: May 15, 2019