

JOB DESCRIPTION
Grossmont Union High School District

CAMPUS UTILITY WORKER

Purpose Statement:

The job of Campus Utility worker is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; performing unskilled and semiskilled maintenance to resolve immediate operational and/or safety concerns. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Principal or Designee

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Inspects school facilities and/or equipment (e.g. grounds, buildings, lighting, fire suppression equipment, playgrounds, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Installs system component parts, classroom and office equipment and facility components for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains inventory of supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, cross walk signs, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe.
- Prepares written materials (e.g. purchase orders, requisitions, work orders, safety reports, accident reports, etc.) for the purpose of documenting activities, securing supplies and/or equipment and maintaining an up-to-date reference trail.
- Receives supplies for the purpose of verifying quality/quantity of items.
- Repairs a variety of systems and/or components requiring knowledge of maintenance trades for the purpose of ensuring that items are available and in safe working condition.
- Repairs furniture, equipment and fixtures (e.g. plumbing, electrical, sheet rock, tile, lockers, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in semiskilled trades, power and hand tools, etc.; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: variety of maintenance trades; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-placement Medical Exam

Certificates & Licenses

Valid Drivers License with Insurance
Journey level trade certificate

Continuing Educ. / Training

Blood Borne Pathogen Training
Lockdown Procedures Training
Other training specific to maintenance and safety

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit III 27