

LEAD UTILITY WORKER

DEFINITION

Performs a variety of delivery, general maintenance and custodial duties; and trains and provides work direction.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Maintenance and Operations Manager.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

DISTINGUISHING CHARACTERISTICS

The Utility Worker performs a variety of unskilled and semi-skilled work in support of the District's maintenance program; performs a variety of delivery, general maintenance and custodial duties.

The Lead Utility Worker performs a variety of delivery, general maintenance and custodial duties, trains, provides work direction and reviews the work of personnel.

EXAMPLES OF DUTIES

Receives, prioritizes and schedules work orders to assure timely completion of work.

Trains, provides work direction to assigned classified and hourly personnel, student workers, and Community Service Workers.

Maintains various records, such as work orders, time sheets, calendars and schedules.

Maintains adequate stock of materials, supplies and equipment as needed for facilities; prepares requisitions according to established procedures.

Compiles information and prepares various reports related to work activities and operations performed by utility workers.

Oversees work to assure compliance with appropriate health and safety procedures.

Picks-up and delivers various materials including bulk mail, furniture and supplies; prepares orders for delivery; loads and unloads vehicles.

Performs general maintenance duties as assigned; assists with the installation of chalk boards, bulletin boards, room partitions and other furniture and equipment; replaces light bulbs; assembles and performs minor repairs on furniture and other facilities as required.

Moves, sets-up and removes furniture and equipment as required for special events and activities.

Organizes storage facilities as needed, disposes of waste materials.

Works with and assists the maintenance staff in the repair and installation of a variety of equipment and facilities.

Picks-up and delivers custodial supplies and equipment.

EXAMPLES OF DUTIES (continued)

Maintains security of assigned areas; locks and unlocks doors as required; raises the flag.

Picks-up and delivers waste from campus buildings to the County landfill.

Picks-up and loads recycled materials; stores such materials for delivery or pick-up.

Performs custodial duties as assigned; cleans floors; replenishes supplies as necessary.

May assist with the food delivery and prep as needed.

Operates a variety of equipment and machinery; operates a forklift and motor vehicle as necessary to conduct work.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Safe driving methods and techniques.

Appropriate health and safety procedures. Requirements of maintaining buildings in a safe, clean and orderly condition.

Methods, equipment and materials used in general maintenance and custodial work. Basic hand and power tool usage.

Proper methods of storing equipment, materials and supplies.

Basic recordkeeping techniques.

Ability to:

Plan and organize work.

Perform general maintenance and custodial work.

Work independently with little direction.

Safely perform heavy physical labor.

Complete assignments without immediate supervision, maintain routine records, and meet schedules and timelines.

Maintain routine records and prepare reports.

Understand and follow written and oral directions.

Interview, train, and provide work direction to student workers.

QUALIFICATIONS (continued)

Operate a variety of equipment and machines related to maintenance and custodial work, including electric carts, forklifts and other vehicles as assigned, observing legal and defensive driving practices.

Establish and maintain effective working relationships with those contacted in the course of the work performed.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Education to the twelfth grade or equivalent.

Three years experience in custodial or maintenance work.

Required Licenses:

Possession of a valid and insurable State of California Class 3 driver's license.

PHYSICAL REQUIREMENTS:

Ability to work in a noisy environment, indoors and outdoors.

Ability to operate a forklift.

Standing, stooping and lifting of 50 pounds.

Work may require the ability to climb a ladder.

May be exposed to fumes from chemicals.