



## EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 Del Norte Street, West Covina, CA 91790 • (626) 962-5080 • Fax (626) 472-5125

### UTILITY WORKER

#### DEFINITION

Under the direction and supervision of the Director of Business Services, perform custodial and maintenance duties to maintain safe and clean facilities and adjacent grounds for students, staff, and the general public. Provide assistance with routine shipping, receiving functions, inventory control, and delivery of ROP equipment and supplies to designated locations. This is a classified 12-month position.

#### EXAMPLES OF DUTIES

1. Prepare facility for daily and safe operations (e.g. opening gates, disarming, security systems, raising flag, unlocking of building access doors, etc.).
2. Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
3. Perform custodial and gardening duties and perform unskilled and semiskilled building maintenance tasks.
4. Create and maintain up-to-date cleaning schedules for restrooms, classrooms, kitchen areas, classrooms, offices, and all other public spaces.
5. Clean and disinfect drinking fountains and restroom facilities, including sinks, toilets, and urinals. Fill dispensers with towels, soap, toilet paper; clean mirrors, tile, walls, windows, and floors.
6. Inspect, clean, and maintain campus grounds, facilities, equipment, systems, and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance and take corrective action(s) when needed to maintain safe, attractive, and clean operating conditions.
7. Perform minor general maintenance and repairs of facilities, fixtures, furniture, equipment, systems, and their components (including minor painting, carpentry, and electrical tasks as directed.)
8. Install system component parts for the purpose of maintaining facilities in a safe, comfortable, and operational condition.
9. Monitor and maintain sufficient inventory of custodial and operational supplies, tools, and equipment.
10. Prepare written materials (e.g. purchase orders, requisitions, work orders, safety reports, accident reports, material data safety sheets, etc.) for the purpose of documenting activities, securing supplies and/or equipment and maintaining an up-to-date documentation and audit trail.
11. Receive supplies for the purpose of verifying quality/quantity of items and prepare daily delivery schedule to designated locations.
12. Respond to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) and take appropriate action to resolve immediate safety issues and report incidents to appropriate personnel.
13. Prepare, transport, and deliver items to designated school site locations.
14. Actively participate as a member on the Safety Committee and the implementation of emergency drills.
15. Maintain accurate inventory of keys and alarm codes issued to ROP personnel.
16. Perform other related duties as assigned.

## **QUALIFICATIONS**

1. High School diploma or equivalent.
2. Valid California driver's license with insurance.
3. Minimum of two (2) years of job related experience preferably in a school setting.
4. Current CPR/First Aid card.

## **KNOWLEDGE OF**

1. Safety methods, materials, tools, and equipment necessary for preparation, cleaning, disinfecting, maintenance, and minor repairs of facilities and grounds.
2. Safety practices, equipment, and supplies used in custodial and grounds care.
3. Applicable State and Federal laws, rules, and regulations as it pertains to safety, maintenance, construction, and security of school buildings and grounds.
4. District rules, regulations, procedures, and policies.
5. Knowledge of safe working methods, practices, equipment (including maintenance of), and supplies used in the maintenance and building trades.
6. Modern office record-keeping and reporting principles and practices.
7. Correct usage of English, grammar, spelling, punctuation, and vocabulary;
8. Effective office principles, procedures, and practices including filing systems and maintenance.

## **ABILITY TO**

1. Read and interpret manuals, instructions, and specifications.
2. Read and understand Material Safety Data Sheets.
3. Create and maintain custodial and maintenance records.
4. Efficiently and safely operate and maintain a variety of custodial equipment and cleaning supplies.
5. Efficiently and safely operate hand and power tools and equipment for the general maintenance and minor repairs of facilities.
6. Efficiently and safely operate and maintain power equipment for grounds maintenance work.
7. Learn, interpret, apply, and communicate rules, laws, and policies and apply them with good judgment in a variety of situations.
8. Perform light to heavy labor including loading and unloading of supplies and equipment.
9. Perform basic math to calculate measurements and quantities
10. Plan, schedule, and prioritize tasks.
11. Use good judgment related to emergency and safety matters.
12. Follow directions.
13. Work independently as well as a team member.
14. Effectively communicate verbally and in writing.
15. Establish and maintain cooperative working relationships.
16. Meet schedules and timelines.
17. Assess needs and effectively communicate with administrators and personnel to resolve issues and concerns.
18. Maintain confidentiality with regards to students, staff, and community.

## **PHYSICAL ABILITY**

While performing the duties of this job, must be able to stand for prolonged periods of time, walk, sit, use fingers repetitively, use both hands simultaneously, lift items weighing up to 50 lbs. and up to 100 pounds with assistance, push, pull repeatedly, bend or twist, and or apply pressure with wrists. Speak clearly, hear well, and have depth perception. The employee is frequently required to use hands and fingers to grab, handle or feel objects, tools, or controls and talk or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

## **WORK ENVIRONMENT**

Duties are performed both inside and outside. Work is performed on a variety of surfaces including (but not limited to) tile, asphalt, carpet, cement, wood, and grass. Employees in this classification work alone and with others, both inside and outside; and with hands regularly in water. Employees may use dangerous machinery, work around loud noises, use sharp objects, work around fumes, gases, chemicals, electrical wiring, toxic materials, experience offensive odors, work with machinery with moving parts, and be exposed to body fluids and blood pathogens. Employee in this position may need to work flexible hours and be in direct contact with students. Employees in this classification must maintain a valid driver's license and insurance. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

## **SALARY PLACEMENT**

Classified Schedule M / Range 23

*This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.*