

# TEMPLE CITY UNIFIED SCHOOL DISTRICT

## UTILITY I

### **SUMMARY:**

A Utility I generally follows a schedule in the performance of duties required to maintain the cleanliness of assigned school and/or District facilities. The Utility I is responsible for helping maintain the equipment used in the performance of his/her duties.

### **DEGREE OF SUPERVISION:**

The incumbents in this classification are under the day-to day supervision of the Site Administrator and the general supervision of the Director of Maintenance and Operations. Direction will be provided through the Lead Custodian at each site.

Evaluations will be performed by the Maintenance and Operations Supervisor with input from the site administrator and Director of Maintenance and Operations in accordance with the collective bargaining agreement.

### **DUTIES AND TASKS:**

*(All duties and tasks are essential functions unless noted as secondary with an S)*

1. Cleaning of District facilities
  - A. Sweep, mop, wax and seal floors;
  - B. Vacuum and shampoo rugs and carpets;
  - C. Dust, wash and polish furniture and woodwork;
  - D. Empty and clean waste receptacles;
  - E. Clean whiteboards and trays;
  - F. Wash windows, walls, sinks and fountains;
  - G. Clean restrooms, polish metal work, fill towel and soap dispensers, and generally replenish supplies;
  - H. Sweep sidewalks, pick up papers, wash cafeteria and eating areas as assigned;
  - I. Perform emergency clean-up resulting from breakage, vandalism, spilling or illness; and
  - J. Operate cleaning equipment such as scrubbers, extractors, and power sprayers.
2. Perform light maintenance and grounds work
  - A. Replace light bulbs or tubes;
  - B. Use power and hand tools; (S)
  - C. Water grounds as needed;
  - D. Plant, water, trim, fertilize, weed, spray and cultivate trees, plants, shrubs, lawns and flowers; (S)
  - E. Rake leaves, clean walks, fields and other areas. (S)
  - F. Touch-up painting, patching and sanding. (S)
3. Secure and arrange facilities as needed
  - A. Turn lights on or off, lock doors, windows and gates;
  - B. Assist in moving, arranging and setting up furniture and equipment for special events

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### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Working Knowledge of
  - A. General standards of cleanliness and sanitation related to school facilities;
  - B. Methods, materials and equipment used in cleaning various types of floor and furniture surfaces;
  - C. Safety rules and practices related to cleaning methods and equipment;
  - D. Safety practices related to loading and lifting heavy objects
2. Skills
  - A. Maintain proper standards of cleaning and sanitation;
  - B. Follow written and oral instructions;
  - C. Use power and hand tools; and
  - D. Maintain level of personal safety on the job.
3. Abilities
  - A. Perform moderate to heavy manual work;
  - B. Establish and maintain cooperative working relationships with others;
  - C. Follow established routines;
  - D. Mechanical aptitude;
  - E. Work without immediate supervision; and
  - F. Learn proper procedures and locations of emergency equipment.

### **QUALIFICATIONS:**

1. Education and Experience
  - Equivalent to the completion of the 8<sup>th</sup> grade.
2. Licenses and Other Requirements
  - Valid California driver's license
  - Tuberculosis screening and clearance every four years

### **CAREER LADDER OPPORTUNITIES:**

Incumbents looking to move into a position in a higher class must have achieved the equivalent of high school graduation;

Incumbents in the class may gain experience necessary for promotion by assisting maintenance personnel in semi-skilled tasks related to the maintenance and repair of structures, related physical facilities and equipment.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to:** stand and/or walk around for extended periods of time; hear and understand speech at normal levels; communicate so that others can clearly understand speech at normal levels; communicate so that others can clearly understand normal conversation; bend, twist,

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stoop, or kneel, lift objects up to 75 lbs., carry objects up to 50 lbs.; and reach in all directions.

The employee is **frequently required to:** see for the purpose of watching for students.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly:** exposed to fumes from cleaning and chemical products used in the performance of cleaning, working alone at night in classrooms.

The employee is **occasionally** working on a ladder to replace light bulbs or other high level tasks.

### **SALARY RANGE 20**