



## **Classification Specification**

### **LEAD UTILITY WORKER I**

<b>Department:</b>	Facilities Services and Maintenance
<b>Reports To:</b>	Site Administrator and Supervisor of Facilities Services and Maintenance
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Serve as the lead custodian at the district high school, middle school, or elementary school site; oversee and participate in a variety of cleaning and custodial maintenance activities at assigned site; provide work direction and guidance to assigned staff; provide equipment and furniture arrangements for meetings, classroom activities, and events; plan, schedule, and assign duties to night custodial staff responsible for custodial tasks in at the school site; monitor and maintain assigned school buildings, classrooms, and adjacent campus grounds areas in a clean, sanitary, and safe condition.

#### **Distinguishing Characteristics:**

The Lead Utility Worker I is responsible for planning and assigning responsibilities to night shift custodial personnel at the district high school, middle school, or elementary school sites. The Lead Utility Worker II is the senior level classification within the Lead Utility Worker series and oversee and lead night shift custodial personnel at the district high school sites. Incumbents work independently performing both custodial and minor maintenance tasks at sites.

#### **Essential Duties and Responsibilities:**

- Arrange furnishings and equipment for assemblies and meetings and the cafeteria for lunch; remove and move furniture; clean assigned facilities, including cafeteria, auditorium, nurse's office, conference rooms, classrooms, offices, storage areas, restrooms, sidewalks, and grounds.
- Maintain supplies and equipment, including cleaning solutions, paper products, vacuums, and mops; operate a computer to maintain various records related to facility usage, inventory, and assigned activities; deliver various items, including supplies, furniture, A/V equipment, and boxes as assigned.
- Respond to immediate safety and operational concerns, including facility damage, alarms, graffiti, unauthorized individual, animals, and ill students; inspect facilities; evaluate situations involving staff, students, parents, and the public and respond appropriately; report safety, sanitary, and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority.

- Lead, train, and provide work direction to assigned custodial personnel; provide input on the evaluation of assigned staff as requested; assist other personnel as may be required.
- Prepare facility for daily operations as assigned; open gates, raise flags, unlock doors, and turn off alarms; open and secure facilities and grounds; collect building and playground restroom trash; vacuum carpeted areas; mop floors.
- Provide custodial duties in school cafeteria and food services facilities; wipe and clean lunch tables; pick-up trash; sweep and mop floors; ensure tables are clean and wiped down in between lunch periods and at the end of lunch.
- Lead and participate in the cleaning and sanitizing of restrooms, showers, locker rooms, shops, cafeterias, gymnasiums, offices, and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Perform preventative maintenance, repairs, and replacements on assigned items; replace light bulbs, unclog drains, clean grease traps, and wash walls.
- Maintain material safety data sheets (MSDS) so they are accessible and up to date.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

#### **Required Qualifications:**

##### **Knowledge of:**

- State and federal requirements relating to health and safety of facilities.
- Safety practices for storage and use of chemicals and equipment.
- Methods, materials, and equipment used in custodial and maintenance tasks.
- District policies and practices for requisitioning materials.
- Principles of leading, training and providing work direction.
- Proper lifting techniques.
- Basic math.
- Oral and written communication skills.

##### **Ability to:**

- Lead, train and provide work direction to assigned utility staff.
- Work independently and follow through on assignments with minimal direction.
- Demonstrate leadership and sound decision making.
- Use power tools and equipment used in cleaning.
- Make calculations using basic math functions.
- Maintain accurate records.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Operate a computer and assigned software.
- Communicate effectively with others.
- Perform moderate to heavy manual work.
- Establish and maintain cooperative working relationships with others.
- Use power tools and equipment used in cleaning.
- Develop schedules.

**Education:** High school graduation or the equivalent GED.

**Experience:** Four (4) years of experience in a custodial or maintenance operations work environment with some experience serving in a supervisory or lead capacity.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**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.

- Indoor/outdoor work environment.
- Conduct work during all seasons of the year.
- Exposure to fumes from cleaning and chemical products used in cleaning and maintenance work.
- Work with and around machinery and moving parts.
- Driving a vehicle to conduct work.

**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:

- Display dexterity of hands and fingers to operate tools and machinery,
- Bend, kneel, crouch, and stoop.
- Reach in all directions.
- Stand and walk for extended period of time.
- Lift objects up to 100 lbs. with assistance and carry objects up to 50 lbs.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Climb ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.