



Classification Specification

UTILITY WORKER I

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

General Description:

Perform a variety of routine cleaning and custodial duties; clean and maintain assigned classrooms, offices, buildings, and other district facilities in and orderly and secure condition; maintain tools and equipment used in the performance of duties.

Distinguishing Characteristics:

The Utility Worker I classification is the entry-level class in the series. Incumbents perform routine utility/custodial duties at an assigned school site in varying shifts, under the direction of the Site Administrator and Supervisor, Custodial Services. This class is distinguished from the journey-level II and advanced-level III Utility Worker classifications in the job series in that incumbents perform the more routine duties assigned to the Utility Worker job series.

Incumbents in the Utility Worker II classification perform journey-level utility, custodial and light maintenance work and also receive, store, and deliver supplies, equipment to school sites and District offices.

The Utility Worker III classification, the advanced level in the series. Incumbents serve as the lead custodian at a district elementary school site and plan, schedule, and assign duties to the night personnel responsible for performing skilled tasks in the custodial services at the school site. Incumbents are expected to perform the full scope of utility, custodial and light maintenance duties with a greater amount of independence.

Essential Duties and Responsibilities:

- Perform custodial duties to maintain the cleanliness of district facilities.
- Sweep, mop, wax, and seal floors.
- Vacuum and shampoo rugs and carpets.
- Dust, wash, and polish furniture and woodwork.

- Empty and clean waste receptacles.
- Clean whiteboards and trays.
- Wash windows, walls, sinks, and fountains.
- Paint doors and walls, as needed.
- Clean restrooms, polish metal work, fill towel and soap dispensers, and generally replenish supplies.
- Pick up paper, trash, and debris around school grounds and in buildings.
- Sweep sidewalks, wash cafeteria, and eating areas as assigned.
- Perform emergency clean-up resulting from breakage, vandalism, spilling, or illness.
- Operate and maintain a variety of custodial equipment including scrubbers, extractors, and power sprayers, buffers, power, and hand tools.
- Perform light maintenance and grounds work.
- Replace light bulbs or tubes.
- Water grounds as needed.
- Secure facilities as needed.
- Turn lights on or off, lock doors, windows, and gates.
- Assemble furniture, bookcases, and exercise equipment.
- Assist in transporting, moving, assembling, and setting up furniture and equipment.
- Set-up facilities for special events and meetings
- Inventory, order and store supplies and equipment.
- Inspect fire extinguishers in accordance with established procedures.
- 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:

- Basic methods, materials, tools and equipment used in custodial work.
- General standards of cleanliness and sanitation related to school facilities.
- Mechanical tools and instruments utilized in cleaning and sanitizing.
- Safety rules and practices related to cleaning methods and equipment.
- Safety practices related to loading and lifting heavy objects.
- Methods of cleaning and preserving floors, walls and fixtures.
- Proper lifting techniques.
- Proper methods of storing equipment, materials and supplies.
- Operation and maintenance of custodial equipment including power and hand tools.
- Oral and written communication skills.

Ability to:

- Perform routine custodial activities at an assigned site or facility.
- Maintain proper standards of cleaning and sanitation.
- Learn requirements of maintaining buildings in a safe, clean and orderly condition.
- Use various cleaning materials and methods.
- Learn appropriate safety precautions and procedures.
- Operate and maintain tools and equipment in clean working order.
- Perform minor non-technical repairs.
- Operate a computer and assigned software.

- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Follow written and oral instructions.
- Perform moderate to heavy manual work.
- Establish and maintain cooperative working relationships with others.
- Follow established routines.
- Work without immediate supervision.
- Learn proper procedures and locations of emergency equipment.

Education: High school graduation or equivalent GED.

Experience: One (1) year of performing general custodial work.

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.
- Exposure to fumes from cleaning and chemical products used in the performance of cleaning, working alone at night in classrooms.
- Work on a ladder to replace light bulbs or other high-level tasks.
- 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:

- Stand and/or walk around for extended periods of time.
- Hear and understand speech at normal levels.
- Communicate to be clearly understood in normal conversation.
- Bend, twist, stoop, or kneel.
- Lift objects up to 75 lbs. in weight.
- Carry objects up to 50 lbs. in weight.
- Reach in all directions.
- See for the purpose of watching for students.

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.