

TEMPLE CITY UNIFIED SCHOOL DISTRICT

UTILITY II **(Grounds and Drivers)**

SUMMARY:

Incumbents in this classification may perform job responsibilities in several different areas for the District depending on their assignment. These areas include:

- 1) Routine gardening and varied grounds maintenance work on school grounds and athletic fields;
- 2) Storage, issuance and maintenance of supplies, equipment and uniforms for physical education classes and athletic activities; prepare athletic fields and areas for various athletic activities; and
- 3) Receive, store and deliver school equipment, supplies *and food*; load, unload and drive vehicles used in delivering supplies, equipment and other items to schools and offices.
- 4) Perform a variety of assignments arising from special events, vandalism and other emergencies.

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 site administrators and/or the Director of Maintenance and Operations in accordance with the collective bargaining agreement.

DUTIES AND TASKS:

(In section 1-3, All duties and tasks are essential functions unless noted with an S, except for incumbents in a Driver position wherein all tasks are secondary in sections 1-3)

1. Grounds Maintenance
 - A. Mow and edge lawn areas.
 - B. Prune trees and trim and prune shrubbery and hedges.
 - C. Fertilize, aerate, and spray lawns and landscaped areas.
 - D. Prepare athletic venues for sporting events.
 - 1) Prepare, mark and drag athletic fields and track for events;
 - 2) Prepare athletic pits;
 - 4) Set up equipment for physical education classes and athletic events.
2. Operation and care of equipment
 - A. Operate vehicles to transport equipment and personnel from site to site.
 - B. Operate power mowers, edgers, saws, hedge-trimmers and other related tools and power equipment related to the care of District grounds.
 - C. Assist in maintaining tools and equipment by performing minor repairs or adjustments and/or returning equipment to the small engines repairperson.

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- D. Clean equipment and tools daily.
- 3. Perform miscellaneous duties related to special events and emergencies.
 - A. Operate cleaning equipment for emergency clean-up resulting from breakage and vandalism.
 - B. Clean rain gutters and repair drainage damage as assigned.
 - C. Move and arrange furniture and equipment for special functions.
 - D. Replace light bulbs and tubes. (S)
 - E. Assist maintenance personnel with work projects. (S)
 - F. Perform custodial duties. (S)
 - G. Perform related duties as assigned. (S)
- 4. Other duties as assigned.

When assigned as a Delivery Driver (Purchasing or Cafeteria Services):

- 5. Perform a variety of activities related to the receiving, storing, issuing, and delivering of mail, supplies, books, equipment, or food and related cafeteria supplies. All duties below are essential to incumbents in this assignment unless notes with as (S):
 - A. Receive, stock, and deliver merchandise, supplies, equipment, and/or food;
 - 1. Maintain accurate records of deliveries and supplies/products;
 - 2. Inspect products and report shortages, damages and discrepancies as required;
 - 3. Prepare orders for deliver and pick up items from other locations as needed;
 - 4. Maintain warehouse and/or storage facilities in a safe, orderly condition;
 - 5. Collect monies from sites; prepare bank deposits (S)
 - B. Perform other related duties and responsibilities as requested by supervisor in order to support the objectives of a driver assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1. Knowledge
 - A. Working knowledge of safety procedures relating to the use and cleaning of equipment and small hand tools.
 - B. General knowledge of methods, materials, supplies and equipment used in the care and maintenance of grounds including some knowledge of plants.
 - C. General knowledge of safety requirements for athletic areas and general school grounds.
 - D. General knowledge of how to use different herbicides, insecticides, fertilizers and plant foods to maintain the growth of grasses, trees, shrubs, and flowers.

In addition, for a Delivery Driver position:

- E. Working Knowledge of policies, procedures and practices used in receipt and storage of supplies, equipment, and/or food products;
- F. Working knowledge of purchase requisitions, invoices, and inventory methods;
- G. Basic mathematical functions and operations;

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2. Skills

- A. Maintain grounds, lawns, gardens and fields;
- B. Make minor repairs to maintenance and grounds equipment;
- C. Use power and hand tools;
- D. Follow written and oral instructions;
- E. Make basic arithmetic calculations; and
- F. Keep accurate records.

In addition, For a Delivery Driver position:

- G. Fill orders accurately and efficiently;
- H. Basic computer skills as needed to maintain records;
- I. Read documents written in standard English test for the purpose of retrieving information;
- J. Effectively communicate with site and District personnel and outside vendors as necessary;
- K. Operate a forklift;

3. Abilities

- A. Maintain proper standards of cleaning and sanitation;
- B. Lift and carry a variety of supplies and equipment, that may include bulk gardening supplies, athletic equipment, furniture or food products;
- C. Establish and maintain cooperative working relationships with others;
- D. Perform repetitive work according to set procedures;
- E. Work independently and follow through on assignments with minimal direction and supervision; and
- F. Follow established routines.

QUALIFICATIONS:

1. Education and Experience

Equivalent to graduation from high school and one year of work experience in an operations environment.

2. Licenses and Other Requirements

Valid California driver's license

Forklift Certification

Tuberculosis screening and clearance every four years

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 period of time; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; bend, twist, stoop, or kneel; push, pull and grasp tools; lift objects up to 100 lbs., carry objects up to 50 lbs.; and reach in all directions.

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

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 required to:** Work outdoors during the day or evening hours during all seasons of the year. The employee in this position **may regularly be** exposed to fumes from cleaning and chemical products used in cleaning and maintenance work, pesticides and herbicides commonly used in the performance of grounds keeping, equipment exhaust, pollen, grass and dust; and working with tools and machinery. While performing the duties of a driver in this position the employee is **regularly required** to drive a large pick-up or delivery truck.

While performing the duties of this job, the employee is **frequently:** working at heights on ladders or roofs.

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