

JOB DESCRIPTION

Title	Utility Person		
Unit	Non-Bargaining	Revised	08/03; 02/11; 12/19; 01/21
FLSA	Non-Exempt	Reviewed	11/25

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS (EDUCATION/EXPERIENCE)

High school diploma or General Education Development (GED) certificate and one (1) year of related experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, schematics/prints, and procedures manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

CERTIFICATE/LICENSE

Class E driver license and Forklift Operator Certificate required or ability to obtain the license and certificate within two (2) months of employment.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 100 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall be free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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 may be exposed to moving mechanical parts, work in high precarious places, fumes, toxic or caustic chemicals, outdoor weather conditions, extreme cold and/or heat, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually loud.

REPORTS TO

Supervisor of General Trades

GENERAL RESPONSIBILITIES

1. Performs general maintenance functions and uses equipment involving various trades on District facilities.

SPECIFIC RESPONSIBILITIES

1. Services, repairs, flooring, windows, bleachers, fencing, sidewalks (slabs), glass, screening, playground equipment, hardware, and numerous other general repairs.
2. Maintains practical working knowledge to proficiently perform general repairs.
3. Demonstrates flexibility among trade skills to aid the completion of other priority projects.
4. Exercises initiative and judgment within the scope of authority and assumes responsibility without direct supervision.
5. Accepts responsibility and accountability for the purchase of individual hand tools.
6. Able to properly calculate materials and supplies necessary to efficiently perform the various jobs.
7. Assumes accountability and responsibility for proper utilization of tools, equipment and vehicles furnished by the School District.
8. Daily enters work hours performed by work order and location.
9. Follows all safety recommendations and uses all personal protective equipment and safety gear in a proper manner as required.
10. Completes work orders and other assignments completely and within established standards.
11. Performs other duties as assigned.