

Utility Worker I

Classified Position - 7634

<u>Salary</u> Category 3A per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Director of Facilities
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SCOPE OF RESPONSIBILITIES

Perform a variety of general maintenance, grounds and custodial duties related to maintaining and repairing District buildings, facilities and grounds

DISTINGUISHING CHARACTERISTICS

- Perform general and varied maintenance and custodial duties
- Perform duties of greater complexity and operate with greater independence

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Perform a variety of general maintenance, grounds and custodial duties related to maintenance and repair of District facilities, grounds and buildings
2. Assure proper operation of furnace, air conditioning and other mechanical systems as assigned; report need for repair
3. Operate a variety of tools, machinery and equipment and a variety of power and hand tools used in custodial services and grounds maintenance
4. Prepare and maintain routine records as assigned; order equipment and supplies according to established procedures
5. Report repair and maintenance needs to proper maintenance personnel and assist District maintenance personnel as assigned
6. Set up meeting rooms, classrooms and other school facilities for special events and meetings as assigned
7. Maintain various tools and equipment used in the course of work in a clean, orderly and safe working condition
8. Clean and maintain assigned grounds and assigned athletic fields for practice and competition
9. Assist with snow removal as needed
10. Spray for pest control as assigned
11. Maintains regular and predictable attendance
12. Adheres to the professional code of ethics
13. Successfully utilizes technology as appropriate in job function
14. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Policies and objectives of assigned program and activities
- Methods, equipment and materials used in general maintenance work
- Requirements of maintaining school buildings in a safe, clean and orderly condition
- Cleaning materials, disinfectants and equipment used in custodial work
- Proper methods of storing equipment, materials and supplies
- Operation and use of hand and power tools and equipment
- Basic record-keeping techniques

ABILITY TO:

- Perform general maintenance and repair on District grounds, buildings and facilities
- Operate tools and equipment used in general maintenance and custodial work
- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition
- Use specialized cleaning equipment and supplies safely and efficiently
- Move and arrange furniture and equipment for meetings and special events
- Report safety hazards and need for maintenance and repair

- Perform minor maintenance and repair
- Meet schedules and time lines
- Work cooperatively with others
- Observe health and safety regulations
- Understand and follow oral and written directions
- Maintain routine records
- Perform heavy physical labor

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. One year custodial or general maintenance experience