

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Custodial Utility Worker**

**Salary Grade: 9**

**Salary Schedule: Operations**

**Department: Plant Operations**

**Reports to/Evaluated by: Supervisor, Custodial**

**FLSA: Non-Exempt**

### **SUMMARY**

Under the direction of the assigned School Plant Supervisor, perform a variety of service-level jobs concurrent with ongoing business and school schedules, including cleaning, moving and arranging interior and exterior settings, replacing lighting, repairing dispensers, furnishings, fixtures, and performing unskilled or semi-skilled servicing and maintenance tasks on facility fixtures, furniture, HVAC, and lighting systems. Routine work is performed in accordance with established policies, practices, and procedures. Supervisors check the progress of work and provide instructions for unusual tasks or unfamiliar equipment. Work relationships may extend beyond the peer group to District staff, faculty, and students.

### **DISTINGUISHING CAREER FEATURES**

This is considered a senior-level custodial or entry-level maintenance classification position requiring general aptitude and experience in building maintenance. Advancement is possible with specialized training in one of the basic or advanced trades combined with additional experience. The level of advancement will depend on the type of specialization and may require formal apprenticeship.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with and perform minor maintenance and repairs on structures, facilities, and equipment in one or more skilled and semi-skilled disciplines, such as electrical, plumbing, carpentry, and HVAC.
- Assist in the installation and preventative maintenance of heating, air conditioning, and refrigeration equipment, furniture, and bulletin boards at school sites.
- Perform preventative maintenance servicing on air-conditioning and heating systems, including cleaning, repairing, and replacing filters, greasing and oiling bearings, motors, evaporative coolers, and compressors.
- Clean, repair, and replace light fixtures and ballasts.
- Assist skilled technicians in cleaning and inspecting boilers.
- Requisition supplies and prepare records of work completed.
- Operate and perform minor maintenance of light equipment, including carts, forklifts, and other labor-saving devices to facilitate the moving of furniture, fixtures, and building or event materials.

- Identify and refer situations requiring assistance or the involvement of other departments to the shift lead or Plant Supervisor as appropriate.
- Report incidents pertaining to safety, sanitation, and fire hazards.
- Perform custodial tasks, such as emptying and cleaning waste receptacles, washing windows, dusting furniture, cleaning vents, fans, walls, and changing light bulbs and air filters.
- Utilize various cleaning agents, mix agents according to label instructions, and use agents in accordance with prescribed safety precautions and directions.
- Sweep, scrub, mop, wash, and polish floors.
- Wash windows, counters, and walls.
- Vacuum rugs and carpets.
- Dust and polish furniture and woodwork.
- Clean chalkboards and erasers.
- Empty and clean waste receptacles.
- Pick up trash containers and empty them into large bins.
- Empty pencil sharpeners.
- Move furniture and equipment.
- Set up meeting rooms, classrooms, and other school facilities for special meetings and events.
- Set up equipment for athletic events.
- May set up and take down furniture and equipment for functions and special activities.
- Perform related work as assigned.

## **QUALIFICATIONS**

- Knowledge of: Methods, materials, tools, and equipment used in custodial care and routine facilities maintenance. Buildings and grounds of the assigned site. Functional level of work hazards and safety procedures. Basic level of chemical reactions.
- Ability to: Perform the essential duties of the position and complete all work assignments with limited supervision. Maintain tools and equipment in good working condition. Perform routine maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor or shift lead. Communicate effectively verbally and in writing. Read, understand, interpret, and follow written and verbal instructions and directions, including MSDS sheets. Establish and maintain effective interpersonal relationships with those contacted during the course of work.
- **CERTIFICATIONS, LICENSES, AND SPECIAL REQUIREMENTS:** A valid Class "C" California Driver's License is required at the time of appointment.

- **EDUCATION AND EXPERIENCE:** Education: Completion of the twelfth grade, high school diploma, GED, or the equivalent. Experience: One year of experience in the general maintenance of buildings or operations involving care and use of buildings for an agency, company, or organization. Reading and writing skills sufficient to perform duties and read and understand MSDS sheets are required.
- **WORKING CONDITIONS:** Work Environment: Work is performed indoors and outdoors. Physical Demands: Walk, stand, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion. May lift light to medium-weight materials or equipment up to 50 pounds. Visual acuity and depth perception; sufficient hearing. Hazards: Some health and safety considerations exist from physical labor and the use of cleaning chemicals. Incumbents in this job class may be exposed to dust, mold, fiberglass, and various chemicals.