

**PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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**TITLE:** Utility Worker  
**DEPARTMENT:** Maintenance Department  
**FLSA:** Non-Exempt  
**REVISED:**

**REPORTS TO:** Director of FMOT  
**CLASSIFICATION:** Classified  
**SALARY GRADE:** 010  
**BOARD APPROVED:**

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**BASIC FUNCTION:**

Under general supervision, to perform routine custodian/maintenance/grounds work at the District facilities; other related duties may be assigned.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Performs routine custodial duties including but not limited to cleaning all indoor areas, batghrooms, multipurpose rooms, play areas, quads, and walkways; confers with principal or supervisor regarding care and cleaning at the school site;

Informs Director of F.M.O.T. and/ or principal of needed repairs; prepares for and arranges custodial services for a variety of special activities or events;

Maintains a sufficient quantity of janitorial materials; makes minor repairs to school equipment and buildings; checks building temperature and changes heating and cooling filters as directed;

Inspects building and grounds for waste, vandalism, and hazardous conditions; resets clocks;

Hoists flags; receives and delivers supplies;

Rearranges equipment and furniture among the various school buildings;

Perform maintenance repairs and tasks as assigned.

Performs grounds keeping duties including but not limited to mowing lawns, edging, weed eating, trimming plants and trees, spraying, maintaining and/or replacing plants, and maintaining and replacing irrigation equipment

Operates powered vehicles;

Other related duties as assigned.

## **Utility Worker – continued page 2**

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Prior custodial experience preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Requires valid California Driver's License

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Requires general knowledge of the methods, materials, tools and equipment used in custodial, grounds care and routine facilities maintenance.

Must have a good knowledge of work hazards and safety procedures.

Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides.

Requires a basic knowledge of principles of routine operation, maintenance and repair of sprinkler irrigation systems.

Requires some knowledge of chemical reactions.

#### **ABILITY TO:**

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in working condition.

Requires the ability to perform routine maintenance tasks and be able to determine when to refer more complex maintenance requirements to a supervisor.

Must be able to communicate effectively, both orally and in writing.

Must be able to follow oral and written directions.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

#### **PHYSICAL REQUIREMENTS:**

Requires the ability to walk, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 75 pounds on a frequent basis, over 75 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.