

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Utility**

**Purpose Statement**

The job of Utility is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; assisting other trades; and maintaining grounds for assemblies, events and/or recreational activities.

This job is distinguished from the Crafts Maintenance Helper in that it supports skilled trades positions with tasks that require an entry level of knowledge of specific skills, functions, and equipment.

This job reports to Maintenance & Operations administrator.

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**Essential Functions**

- Assists other trades personnel (e.g. painting prep work, demolition and removal of debris, unclogging toilets, installation and repair of basic hardware, etc.) for the purpose of providing a safe and efficient operations.
- Provides custodial support (e.g. cleaning restrooms, trash removal, lunch set up, sweeping, stripping and waxing floors, etc.) for the purpose of maintaining clean and safe facilities.
- Performs basic facilities maintenance (e.g. cleaning gutters, power washing, cleaning roofs, graffiti removal, etc.) and reports hazards to appropriate personnel for the purpose of maintaining clean and safe sites and facilities.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Maintains job related grounds keeping equipment for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Inspects and assists with repairs irrigation systems and components (e.g. adjusting sprinkler heads, inspecting components such as valves and timers, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests materials, supplies, equipment, and/or support personnel for the purpose of completing assignments in a timely manner.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.
- Participates in training and professional development to maintain and improve skills related to job functions and necessary certifications for the purpose of maintaining relevant skills.
- Uses equipment commonly used for the loading, unloading, and transportation of materials and supplies (e.g. truck, forklift, pallet jack, etc.) for the purpose of efficiently performing delivery services.

- Operates basic maintenance equipment (e.g. jack hammers, buffers, concrete grinders, drills, mowers, landscape equipment, etc.) for the purpose of performing assigned work and assisting others.
- Assists with the movement and transportation of district equipment, materials, and supplies throughout the district (e.g. moving desks, chairs, electronic equipment, school materials and supplies, etc.) for the purpose of improving operating efficiency for school sites and departments.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; working flexible hours; and communicating with diverse groups.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to have some impact on the organization's services.

#### **Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 65% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Fork Lift Certification

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

June 11, 2019

Salary Range

38