

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
*Position Description*

**POSITION:** Utility Worker

**TERMS OF EMPLOYMENT:** Range 6, 12 months/year

**REPORTS TO:** Director of Maintenance and Operations

**MINIMUM QUALIFICATIONS:**

- High School diploma.
- First Aid and CPR certification preferred.
- Physical ability to perform heavy labor and certificate of good health from physician.
- Valid California driver's license and bus driving certificate or willingness to obtain one.

**GENERAL SUMMARY**

Under general supervision of the MTO, does both skilled and routine work in the area of maintenance and custodial needs for the District, including, heating, building, electrical and grounds care. Performs other duties related to this job description.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

- Vacuums, sweeps, dusts, mops floors, refinishes, seals, and waxes floors, dust and/or washes walls, sinks, woodwork, furniture and other school equipment.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste. Clean bathrooms. Replaces lamps/fuses, cleans windows, and handles supplies.
- Makes minor repairs to buildings, does plumbing, carpentry, painting and electrical work as needed.
- Maintains and cares for school plant grounds. Mows lawn and fields with hand and power mower/tractor. Works with power equipment. Maintains and makes minor repairs of such equipment.
- Irrigates and cultivates. Inspects foliage for evidence of insects or fungi and takes appropriate measures to control with sprays, dusts, chemicals etc.
- Drives bus as needed. Keeps license current.
- Reports any damage to school property immediately and major repairs needed promptly to the MTO
- Establishes and maintains a high level of public image in all public contacts.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Ability to use a variety of tools and equipment necessary for gardening, custodial, repairing, carpentry and/or painting.

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and mathematical concepts.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.
- Ability to make standard mathematical calculations rapidly and accurately.
- Ability to work tactfully and courteously with the public, employees and other officials.

#### **WORKING CONDITIONS**

- Moderate to heavy physical effort.
- Lift and move materials and equipment.
- Moderate stress level.
- Subject to a rigorous work schedule including bending, crouching, kneeling, pushing/pulling of equipment and tools, reaching in all directions.

#### **ENVIRONMENTAL CONDITIONS**

- Work both in and out of doors
- Temperature- normal climate

#### **CONTACTS**

- Daily contact with students, teachers, district staff & parents and community members

#### **EMPLOYMENT STANDARDS**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**Board approved: 1/10/06**

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