

COLUSA UNIFIED SCHOOL DISTRICT

Job Description

TITLE: Utility Worker/Bus Driver

CLASS: VII

Basic Function:

Under the direction of the Maintenance, Operations and Transportation Director, the Utility Worker / Bus Driver is responsible to perform a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings, structures, mechanical systems and equipment, maintenance and repair of district grounds, athletic fields and play areas and performs routine custodial work at assigned sites or facilities. Operates a school bus as needed. (Refer to Bus Driver job description for full explanation of duties.)

Representative Duties:

Sweeps, mops, vacuums, scrubs, and waxes floors.

Cleans lavatories, locker rooms, multipurpose rooms, classrooms and offices. Dusts, waxes, wash and polish furniture and woodwork.

Sweeps sidewalks and play areas.

Washes windows.

Changes HVAC filters.

Empties and cleans waste receptacles.

Receives and delivers supplies.

Moves school furniture as needed.

Reports safety hazards to the MOT Director.

Repairs, installs and maintains sprinkler systems.

Prune trees and shrubs.

Repair and maintain gardening tools and equipment.

Mow and edge grass within the district.

Sprays selective weed chemicals and fertilizers. Prepares and lines athletic field areas.

Repairs asphalt areas as needed.

Performs general repair and maintenance work on building structures, physical facilities and equipment, to include plumbing, electrical, carpentry, painting, concrete and mechanical.

Performs other such related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Proper use and care of cleaning chemicals and equipment.

Safety practices and procedures.

Approved methods used in controlling pests and plant diseases.

Technical skills necessary to perform maintenance work in all building trades. Materials and equipment used in maintenance and repair of buildings and physical plant and related systems.

Preventative maintenance as applied to mechanical equipment.

Basic computer operations.

Ability to:

Ability to use chemicals and equipment safely.

Read, write, understand and carry out oral and written instructions.

Perform heavy manual labor. Regularly lift 50 pounds and occasionally lift and/or move up to 75 pounds.

Safely use hand and power tools.

Qualify and obtain a California Bus Driver's certificate (within 12 months of the first available bus driver training class - refer to the Bus Driver Job Description for specific requirements).

Promote good working relationships with students, staff and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties.

Uses applicable materials and equipment required to perform the various grounds maintenance tasks.

Demonstrate good problem solving skills.

Stand, walk, kneel crouch or lay for extended periods.

Interact with department staff.

To work without immediate supervision and in an independent or team setting.

EDUCATION, EXPERIENCE AND CERTIFICATES:

High School diploma or equivalent.

One year experience in building maintenance, grounds keeping or custodial operations.

Possess a valid California Driver's license.

Upon hire at Districts expense:

School bus drivers training and certificates.

Any certificates required for the position.

Uniforms if required by the department.

WORKING CONDITIONS:

Attire:

Shoes appropriate for this position. No open toe shoes. No hanging jewelry or jewelry that poses a safety hazard. Hair must be well groomed. Good personal hygiene. Professional attire. No sleeveless shirts.

Environment:

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme heat or cold. The noise level of the work environment may be loud at times.

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CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014