

West Contra Costa Unified School District

UTILITY WORK - OPERATIONS

PRIMARY FUNCTION:

Under supervision, to assist in the receiving, storing, and issuing of Operations supplies and equipment; to drive a truck; to deliver supplies and equipment to all schools; and perform related tasks and duties as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Operate power tools as needed
- Deliver materials and equipment to custodial staff and/or schools
- Pick up and drop off fire extinguishers; maintain and install extinguishers as needed
- Check log books for elevators and chair lifts to make sure they are in compliance.
- Install and repair hand paper towels, sanitary napkins, seat covers, toilet paper dispensers, and soap dispensers.
- Drive a truck; pulling a trailer to deliver man lift; pick up equipment at various sites.
- Submit work orders on School Dude and receive and close work orders when completed.
- Open up schools in the morning when custodians are absent.
- Deliver gas to school sites when requested.
- Reports safety, health and fire hazards.

QUALIFICATIONS:

Knowledge of:

- Basic repairs/adjustments to mechanical equipment
- Effective oral and written communication skills.
- District and school policies, rules and regulations.
- Basic computer skills

Ability to:

- Use district equipment and cleaning supplies with skill and efficiency.
- Keep maintenance records and safety logs
- Operate and maintain various power tools.

- Work effectively and cooperatively with individuals from diverse backgrounds.
- Work independently with little supervision.
- Evaluate and set priorities in a constantly changing environment.
- Communicate positively and effectively, orally and in writing, in a multicultural environment with district staff, vendors and various stakeholders.
- Establish and maintain cooperative and effective working relationships with staff.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or equivalent.

Experience:

- Demonstrated experience providing light maintenance/repair on mechanical equipment, furniture, medical equipment for students, etc.
- Demonstrated experience truck driving experience and motor driven equipment.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and proof of compliance with district safe driving standards. Failure to provide or to meet this requirement will result in disqualification regardless of any other qualification.
- Use of a personal automobile is required in the performance of the work.

WORKING CONDITIONS:

Environment:

- Indoor/outdoor environment; travel within the district boundaries.

Physical Abilities:

Employees in this position must have/be able to:

- Observe safe lifting and carrying practices; able to lift up to 50 pounds.
- Walk, climb, stand, stoop, lift and carry sufficient to perform tasks.
- Hear and understand speech at normal levels and on the telephone with/without assistive devices.

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp.
- Intermittent sitting to perform some maintenance and repairs.
- Dexterity of hands and fingers to operate office equipment.
- Drive and travel to various work and school sites.

SALARY:

Schedule: 5
Range: 61
Work year/days: 12 months

Approved by the Human Resources Division

Approved by the Board of Education: