

# Farmersville Unified School District

## JOB TITLE: UTILITY WORKER

### JOB DESCRIPTION

#### Essential Functions and Responsibilities

To perform a variety of responsible utility functions related to maintenance, cleaning, delivery, and recordkeeping tasks in assigned departments/units. Performs all other essential job related duties as assigned. Employees in this classification receive direct to general supervision within a framework of standard policies and procedures. This job class is responsible for providing maintenance, custodial, and related assistance to a variety of departments/units as assigned including warehouse, conference facility, and grounds.

#### Typical Duties

- Performs a variety of responsible maintenance cleaning and delivery duties as assigned.
- Picks up paper and debris; rakes, sweeps, and vacuums grounds and walkways.
- May assist in setting up of conference room facility; picking up appropriate paper work, determining user's equipment/furniture needs, setting up lighting, public address system, audio visual equipment, staging, chairs, tables, and other Conference Center furnishings.
- Performs custodial tasks including emptying trash receptacles washing windows, cleaning restrooms, dusting and cleaning furniture.
- May assist with warehouse/storekeeping duties including receiving, recording, unpacking, sorting, and storing materials, equipment, and supplies; filling requisitions and preparing orders for delivery.
- Delivers warehouse materials/equipment/supplies and delivers/picks up mailroom parcels and materials as assigned.
- Performs general maintenance tasks as assigned including painting, nontechnical repairs, moving, arranging, setting up furniture and equipment, mows, edges, trims trees, at assigned sites. Keeps sprinklers and water lines in good repairs.
- Maintains routine files and records related to assigned duties and functions.
- Performs all other essential job related duties as assigned.

#### Requirements

##### *Possession of:*

- a valid and appropriate California Drivers License
- a valid and appropriate California Commercial Driver's License (within six (6) months of hire).
- a driving record which meets the District's insurance requirements.
- bus certification, when required

##### *Knowledge of:*

- basic cleaning methods, materials, tools and equipment.

##### *Ability to:*

- understand and follow oral and written instructions.
- learn basic warehouse/storekeeping procedures and practices.
- maintain accurate records related to assigned duties.
- meet the physical requirements necessary to safely and effectively perform required duties.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- Generally, the required knowledges and abilities will have been acquired during at least one year of related work experience in any of the areas specified within this job description.

Board Approved: June 14, 2005  
CSEA Approved: May 23, 2005